Time Tracker™

User Manual

V 2.0.4

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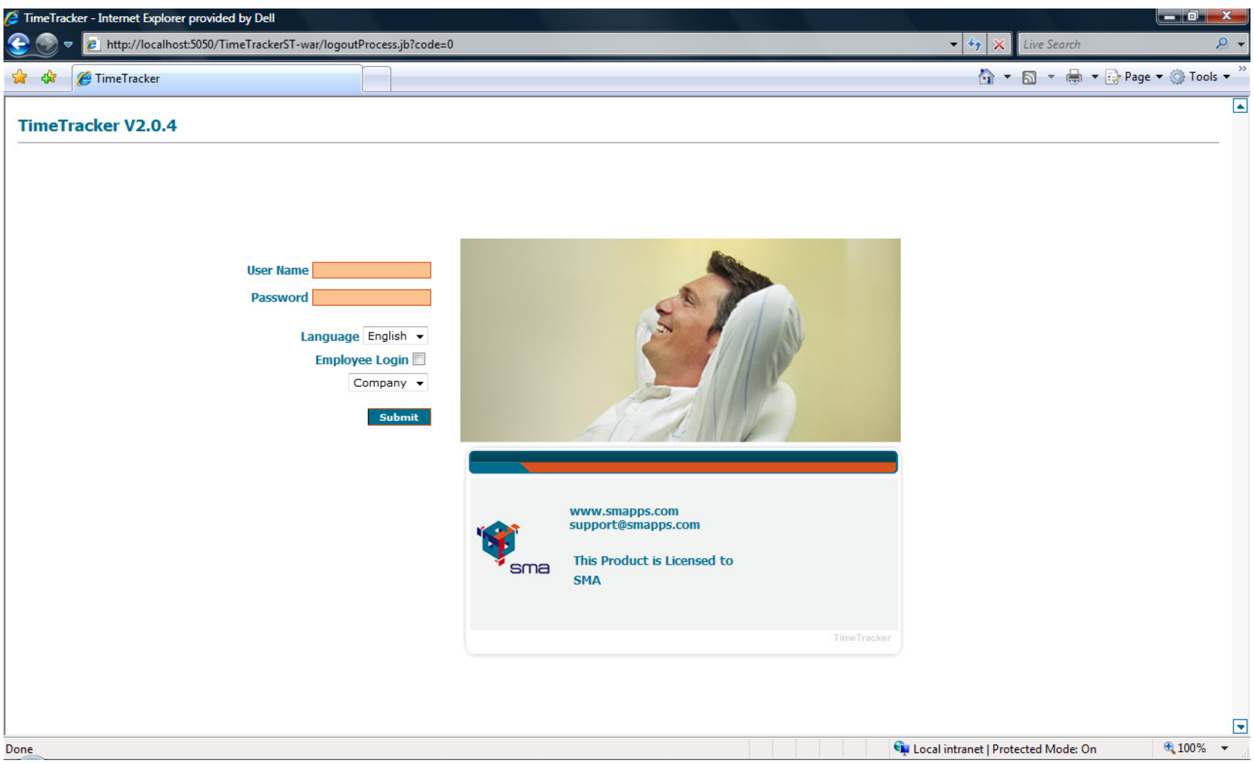
1. Introduction

SMA TimeTracker is a web-based application and can be opened from anywhere in your LAN/WAN network. Type the URL

http://**server**:5050/TimeTrackerST-war

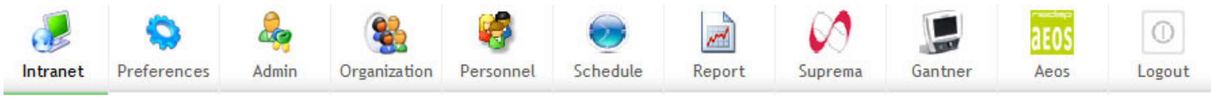
where server is the name of the server where TimeTracker application has been installed. Use your login credentials to log in to the system. Supply Username and password and the respective company and click Submit.

If you are an employee then check Employee Login box and then click submit along with your login credentials.



2. Main Menu

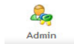
The following picture contains all the major links of the system.



For more detail check the below table to know which Link is used for what.

Intranet	Intranet this link is used for approving or disapproving of the employee’s time edited by them by their direct manager.
Preferences	Preference this link is used for tuning the system. Here you can define services, view event log, HR integration, Finger print device key codes etc.
Admin	Admin this link is used for administration purpose. Here you can define system user, Role of the User, Holidays etc.
Organization	Organization link is used to deal all the issues regarding Department/Company.
Personnel	Personnel link used to deal all the issues regarding personnel / Employees.
Schedule	Schedule link is used to deal all the issues regarding Shifts/Schedules/session.
Report	Report link will take you to the screen where you can generate different Reports.
Gantner	Gantner link will take you to the screen where you can manage Gartner devices.
Suprema	Suprema link will take you to the screen where you can manage Suprema devices.
bio Bioscrypt	Bioscrypt link will take you to the screen where you can manage Bioscrypt device.
Aeos	AEOS link will take you to the screen where you can manage AEOS devices.
Logout	Logout will log you out from the system.

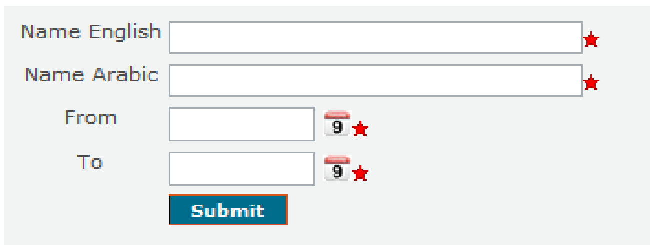
3. Admin

In this section you can work with users their authorization, holidays, Remarks all can be treated in this section. Click on 

main Menu it will show side menu choose the respective option you want to use.

3.1 Holidays

If you click on **Holidays**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.



Al the fields marked with * are mandatory. In the Name English field enter the name of the Holiday you are creating such as EID, National Day etc in both language Arabic and English. If you are using the system in English only then enter the same Name in both field. Then click on the calendar picture just beside the From field it will open a calendar select the starting date of the vacation do the same procedure for the End date and then press Submit button to save the Holiday you created.

If you click on Modify then the following screen will appear.

Holiday	From	To
National Day	02-12-2008	02-12-2008

Click on the Name of Holiday which will be blue in color it will open the previous screen along with saved data which you can modify. After modify press Submit button to keep save the changes you made.

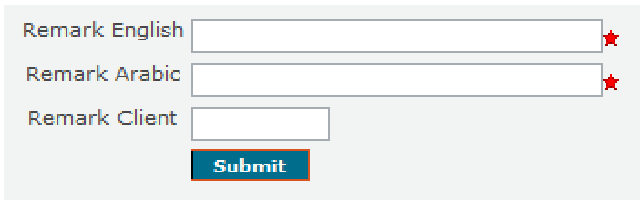
If you click on Delete then the following screen will appear.

Holiday	From	To
☐ National Day	02-12-2008	02-12-2008

Select the Holiday by clicking on the check box which you like to delete then press Delete button to delete the Holiday.

3.2 Remarks

If you click on **Remarks**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.



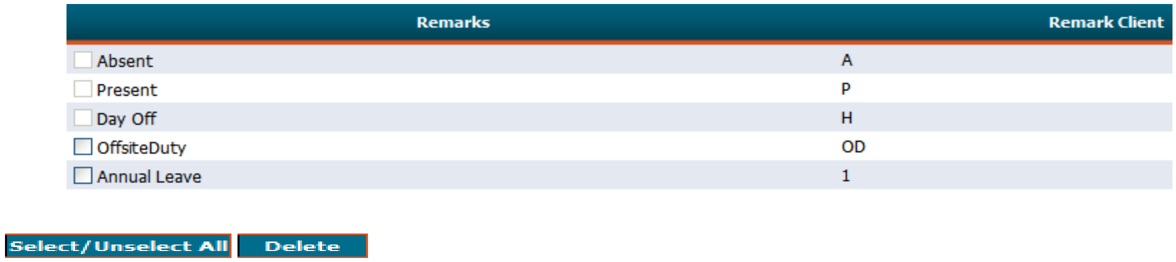
Al the fields marked with * are mandatory. In the Remark English field enter the name of the Remark you are creating such as Present, Absent etc in both language Arabic and English. If you are using the system in English only then enter the same Name in both field. Then Enter the Remark of the Client for example if the client want that on the report instead of Present "P" will appear so he have to write "P" in the Remark client field for Present.

If you click on Modify then the following screen will appear.

Remarks	Remark Client
Absent	A
Present	P
Day Off	H
OffsiteDuty	OD
Annual Leave	1
Hajj Leave	2
Umrah Leave	3
Sick Leave	4
Emergency Leave	5

Click on the Remark which you want to modify, the previous screen will appear along with the saved data which you can edit after editing press submit button to keep the changes save.

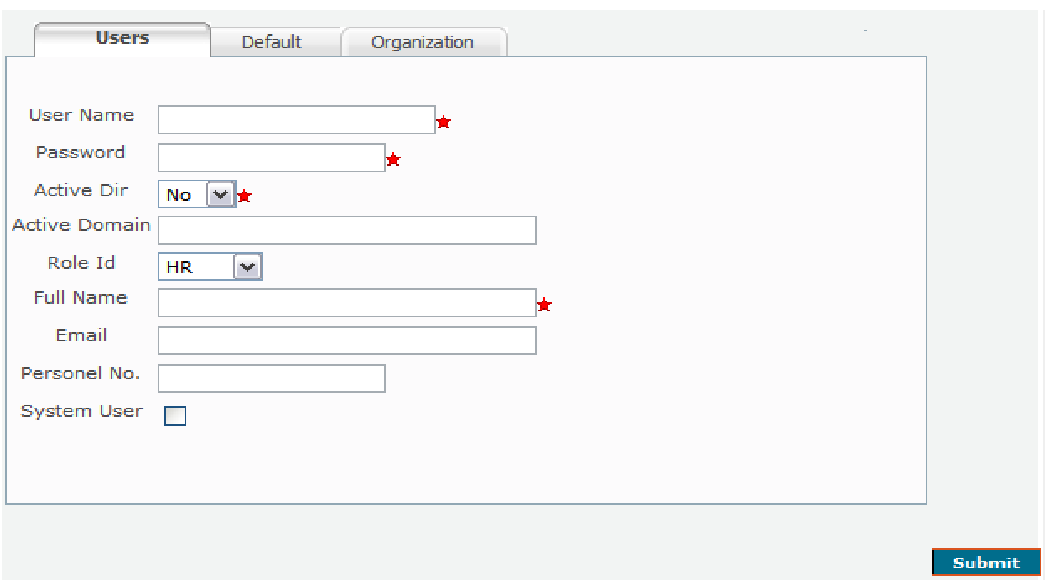
If you click on Modify then the following screen will appear.



Select the Remark by clicking on the check boxes which you like to delete then press Delete button to delete the Remarks.

3.3 Users

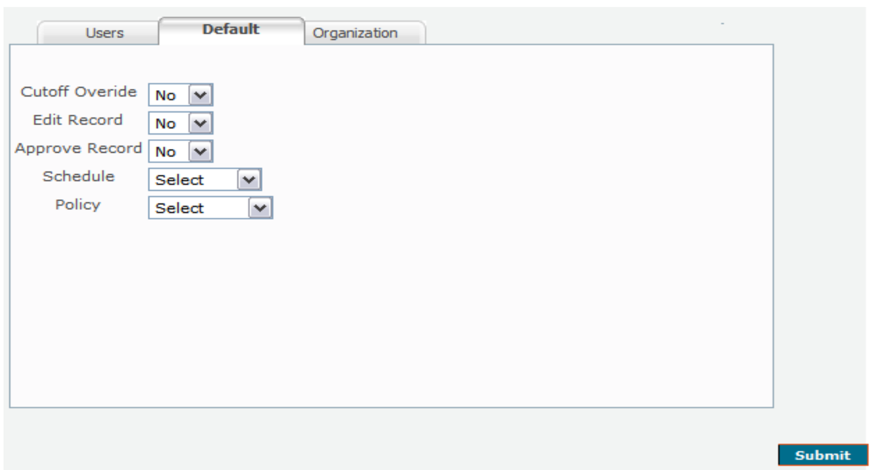
If you click on **Users**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.



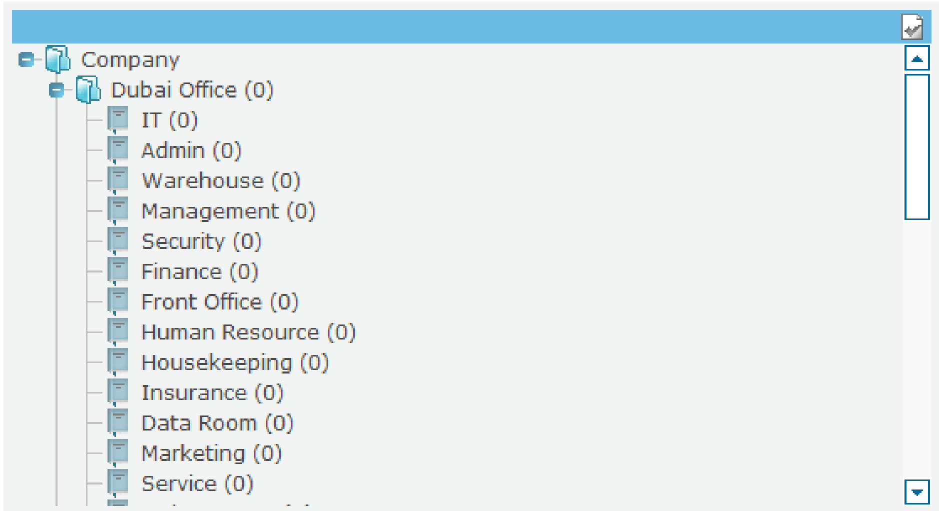
This screen has three tabs and all have to be completed. All the fields marked with * are mandatory, Enter the user name in the field user name such as Admin, Supervisor, Mansoor etc then enter the password of that user in the password field it can be alpha numeric, special characters, then select the option of logon to the system of that user either use Active Directory or normal password & user logon if use Active directory then select YES else keep No. If use active directory then enter the Domain address of the Active directory such as smapps.com, ldap:// 192.168.100.10 etc consult with your IT administrator to get the correct domain. Select the Role ID from the list for the user it will allow him/her to access the system as

you defined for that Role. Enter the Name of the person who will use this user in the Full name field then enter his/her Email address in the Email field. Enter his personnel No. in the field of Personnel No. System user is the option which distinguishes the users from Normal user to power users, Normal users are those users which are create to get the report via email & the power users are those who can logon to the system & use the functionality of the system. The user which is marked as system user will be count in license.

After completing user tab click on Default tab, you will see the following screen.



In this screen you have to select the proper option of the user, Cutoff Override is the option through which user can edit his back date off day from his vacation so the Off days during his vacation will not count in vacation e.g. A took 10 days vacation during his vacation Friday & Saturday will not count as vacation in those 10 days because its normal day off in his schedule. Then select the option of Edit Record by drop down list if you select Yes he can edit his record if No then he can't. Approve Record option is the option through which he can approved & disapproved his subordinates request of changing Time. Schedule is the time table selects the proper schedule for him/her & the policy as well. After completing the Default tab click on Organization tab the following screen will appear.



In this screen you have to assign the departments to the user on which he/she will be authorized. So he/she can Add, Delete employees, schedule of employees view reports of employees who falls in those departments. You can select all and De select all by click on the Tree kind of Icon at the right side of the screen at the blue color border. After completing this tab press the submit button to save the user information.

If you click on Modify then the following screen will appear.

User Name	Full Name	Personel No.	Active Dir	Role Id
Admin	Administrator		No	Admin

Click on the name of the user you wish to modify it will open the previous screen with the saved data so you can modify them as required.

If you click on Delete then the following screen will appear.

User Name	Full Name	Personel No.	Active Dir	Role Id
☐ Admin	Administrator		No	Admin

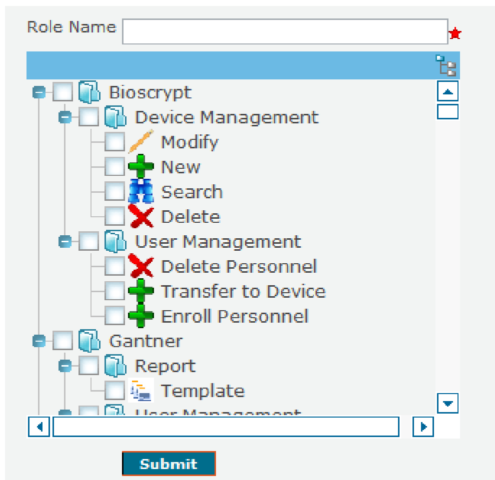
Select/Unselect All **Delete**

Select the user you which to delete by clicking on the check box and then press the Delete button to confirm delete the user.

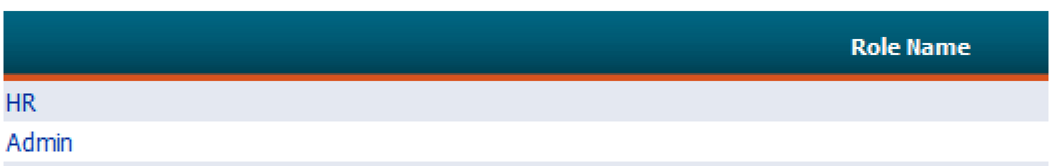
3.4 Role

If you click on **Roles**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.

In this screen you are defining the Roles/ Authorization means one can do what. Enter the name of Role in the Role Name files such as Admin, Supervisor, and HR etc then select the option by clicking on the option. Every checked option means that the holders of this role have this facility. You can select all instead of one by one by clicking on the tree Icon on the top of the right screen just below the Scroll bar.



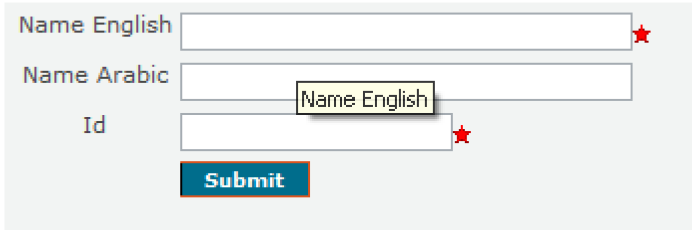
If you click on Modify then the following screen will appear.



Click on the Role you want to modify then it will open the previous screen do your required changes.

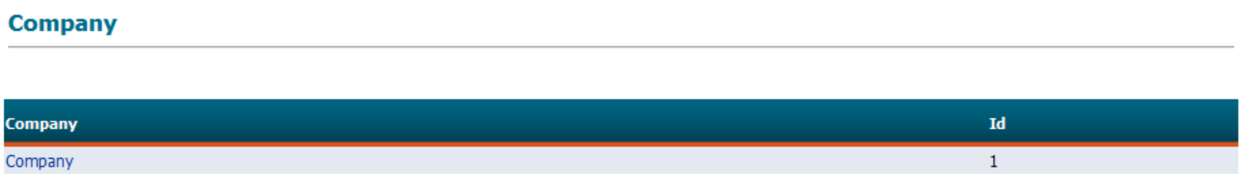
3.5 Company

If you click on **Company**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.



Enter the Name of the company you like to create in English & Arabic if you are using the system in both languages else just enters in English. After that write the ID for that company in the ID field after that press submit button to save the company you created. Fields marked with * are mandatory.

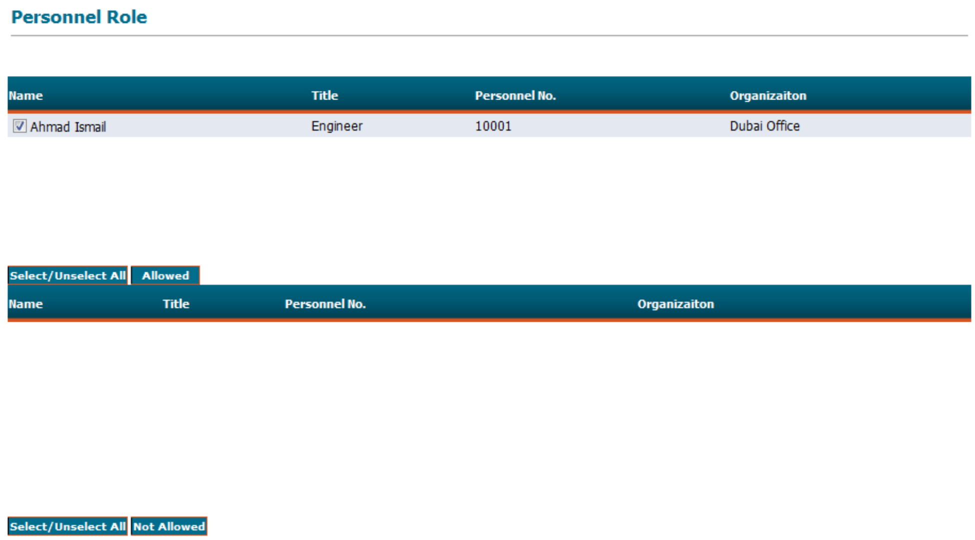
If you click on Modify then the following screen will appear.



Click on the Name of the company you wish to modify it will open the previous screen along with the saved data; make your changes and press submit to keep save those changes.

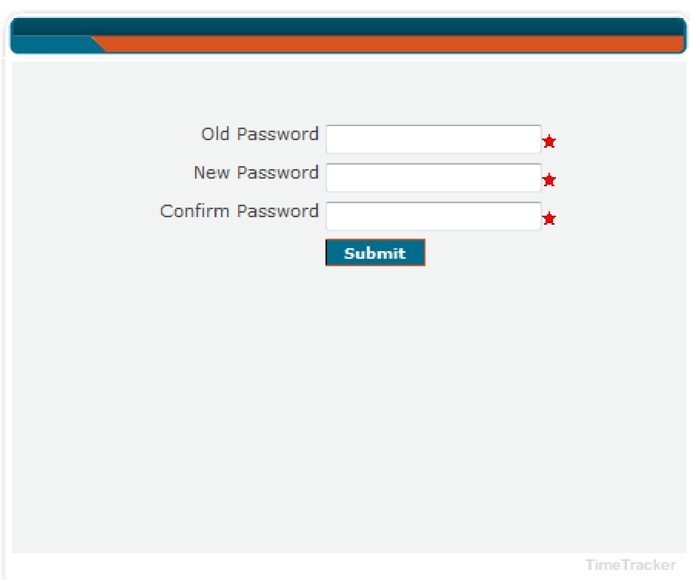
3.6 Personnel Role

To mark IN and OUT punches, employees must have authorization for it. That authorization can be done from Admin → Personnel Role → Mark Punch as shown below.



3.7 Reset Password

If you are a system user and you want to change your password Click Admin→Reset Password. Supply Old password, New password, Confirm Password and press Submit. You password is changed for next login.



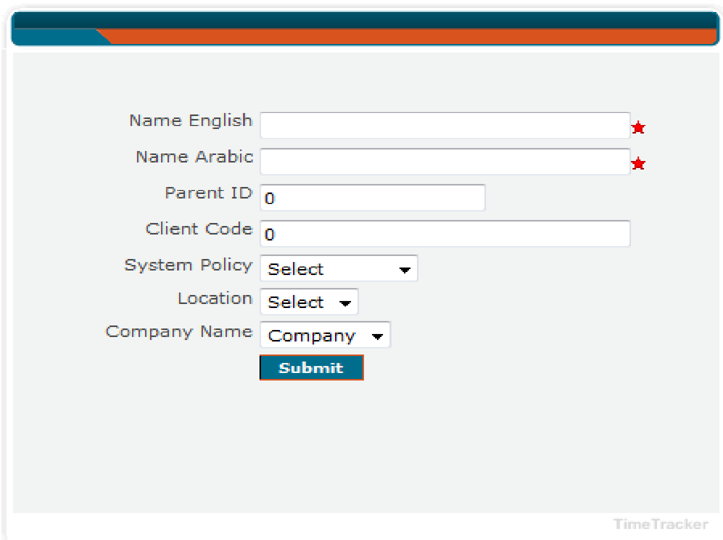
4. Organization

In this section you can work with department, department holidays all can be treated in this section. Click on 

main Menu it will show side menu choose the respective option you want to use.

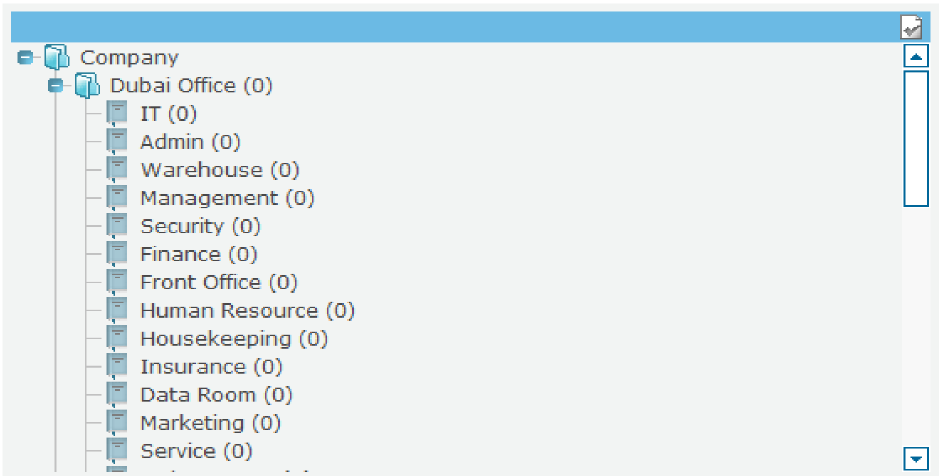
4.1 Organization

If you click on **Organization**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.



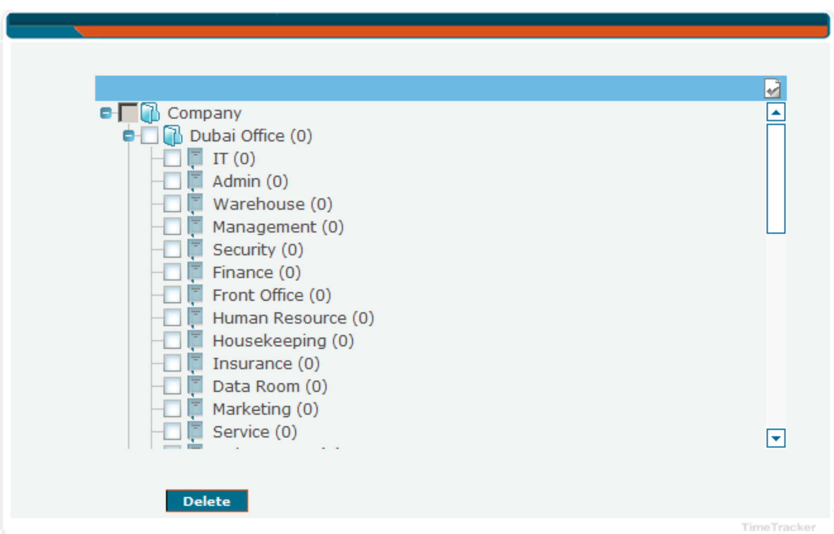
From this screen you will create a new department in the system. Enter the name of the Department you are creating in English & Arabic language respectively if you are using the system in both languages other wise enter the same name in both fields in the language you are using because both fields are mandatory. Parent ID is the id which represent that the department which you are creating is under any other department or it is it self a parent department if you click on the Parent ID field a pop window will open in front of you so you can select the parent department. Internal ID is the id which the users give to the department he/she is creating it should be unique. Then select the system policy which you already created in Preferences Section select the one if you have different policy for different department else select the default one. Location define that this department locates where if you have location based department in you company else leave like that. Then select the company which you created in Admin section if not then leave is like that so it will take the default value then press submit button the save the department you created.

If you click on modify then the following screen will appear.



Select the department from the list you wish to modify it will open the previous screen with the saved data do your modification & then press submit to keep save your changes.

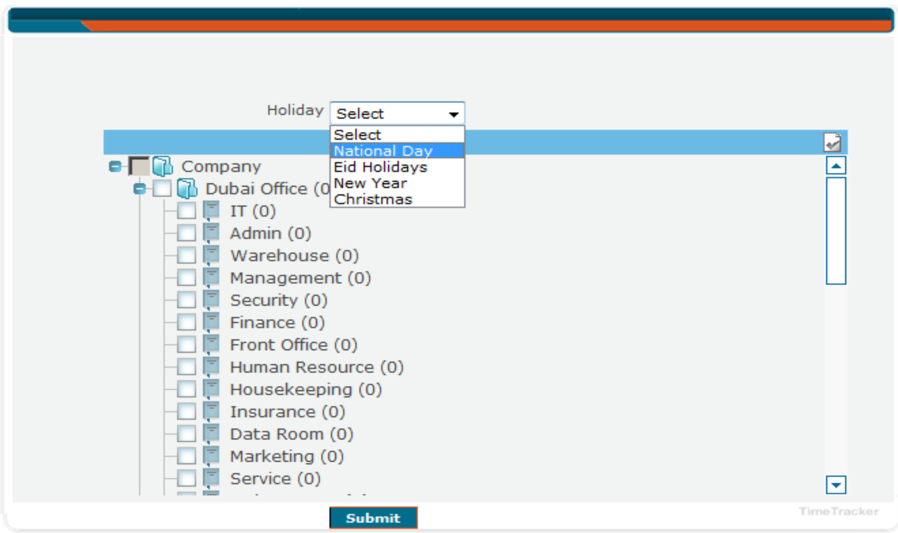
If you click on Delete then the following screen will appear.



From this screen you can delete the department which you like. Select the department by clicking the check box then press the Delete button to delete the department.

4.2 Organization Holidays

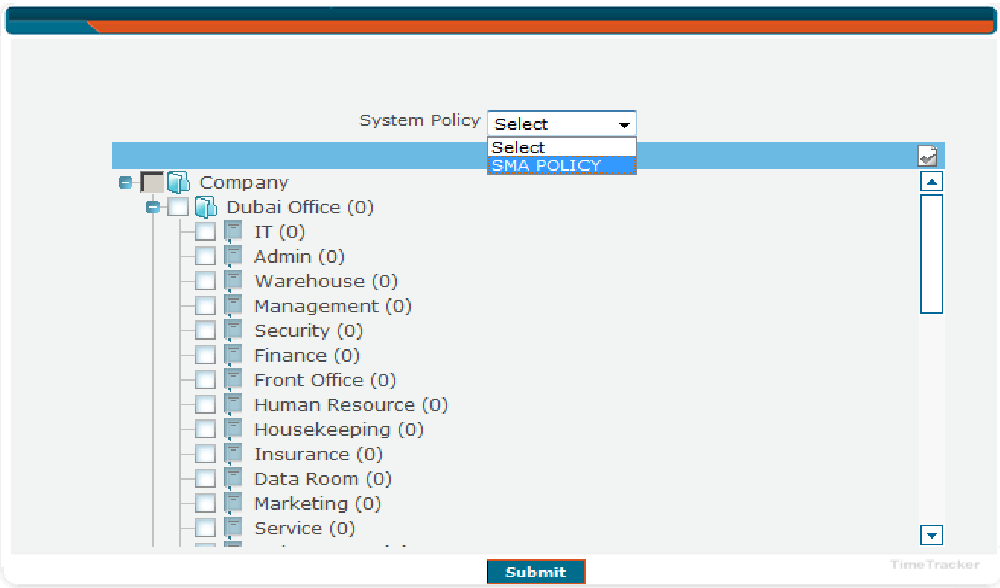
If you click on **Organization Holidays**, then you will find there is one option, click on the option then the following screen will appear.



Select the Holiday which you already created in the Admin section from the list then select the department which will have that holiday then press the submit button at the bottom to save the holiday.

4.3 Organization System Policies

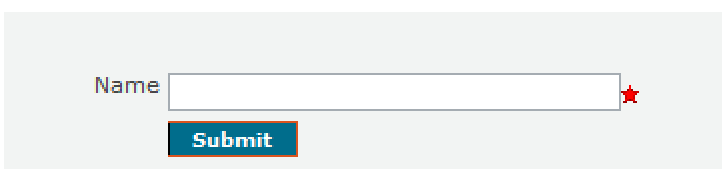
If you click on **Organization System Policies**, then you will find there is one option, click on the option then the following screen will appear.



Select the Policy which you already created in the Admin section from the list then select the department which will have that Policy then press the submit button at the bottom to save the Policy.

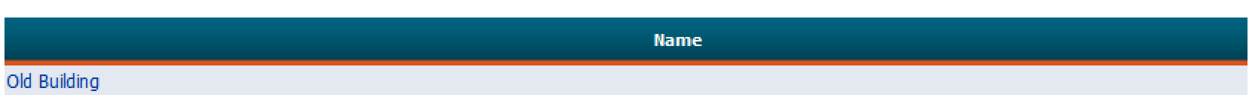
4.4 Location

If you click on **Location**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.



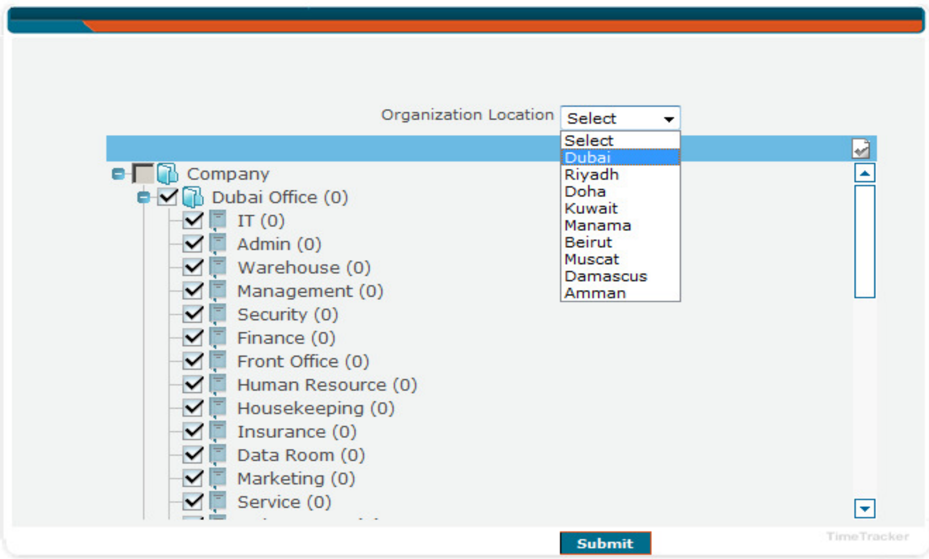
Entre the name of the location you want to create then press submit button to save the changes you made.

If you click on Modify then the following screen will appear.



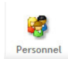
Click on the name of the location you want to modify it will open the same previous screen with name of location which you can change as desired then press submit button to keep save the changes.

If you click on Assign then the following screen will appear.



Select the Location from the list which you created then select the departments which fall in that location after selecting the department click on the Submit button to save the changes you made.

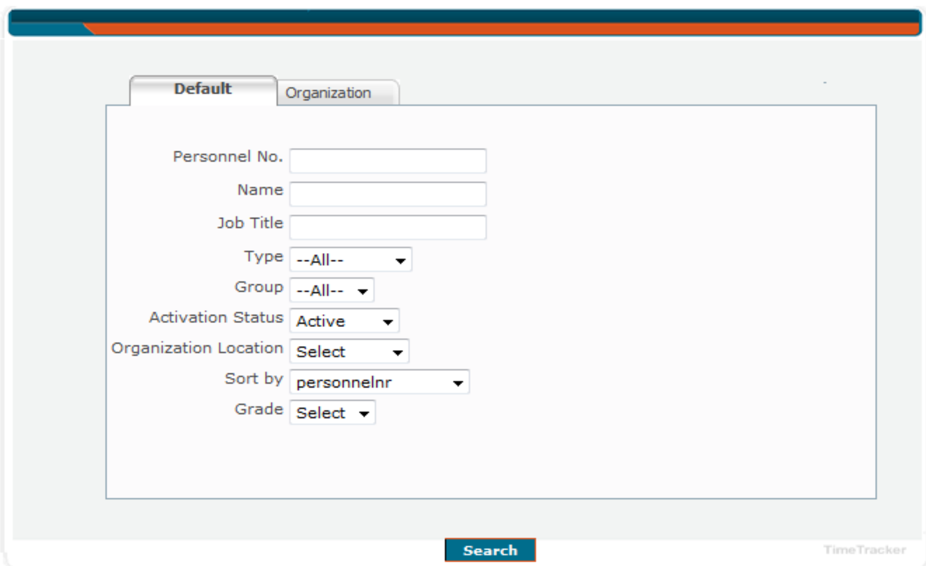
5. Personnel

In this section you can work with Employees, Employees holidays and Groups etc all can be treated in this section. Click on 

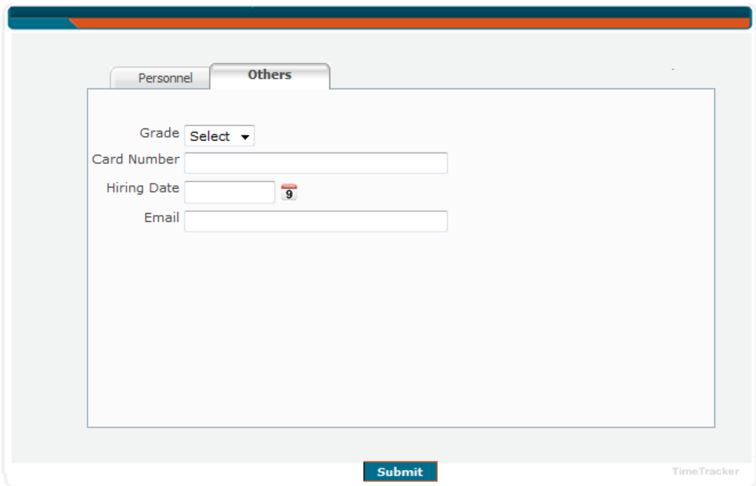
main Menu it will show side menu choose the respective option you want to use.

5.1 Personnel

If you click on **Personnel**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.

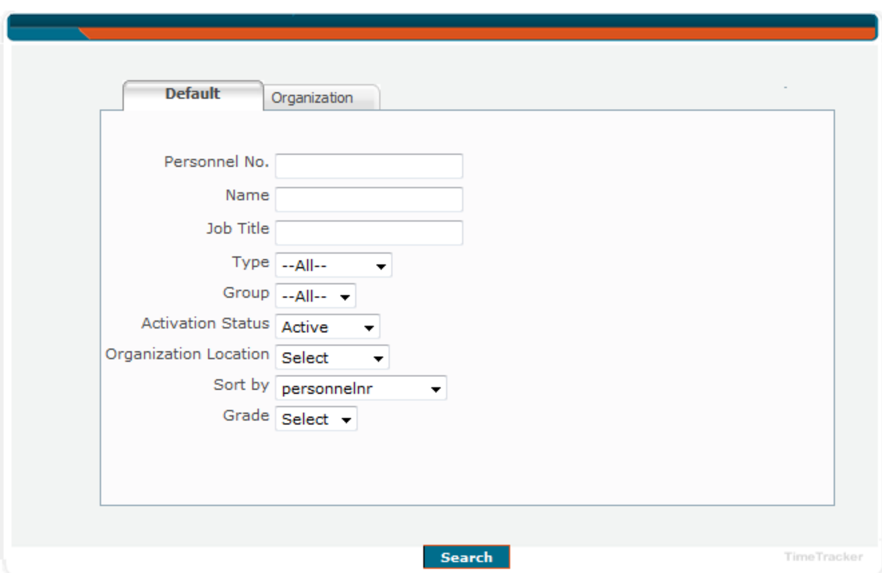


This screen has two tabs in the first tab you have to fill personnel information. Enter the personnel Number, Employee ID or Pay code which will be unique by employee by employee. Then Enter the name of the Employee you are adding in both languages if you are using the system in both languages otherwise enter the same thing in both Field in the language you are using. Then enter the title of the Employee which is his/her designation or post where he/she is doing work. Select the type either he/she is student, Teacher, Employee or contractor then select the activation status means either he/she working or on leave or resign means in-active. Then marked the proper gender. In organization you select the department in which he/she will work click on the field organization a small pop up window will appear with all the departments select the one in which he is working. After completing this tab click on others tab it will open the following form.



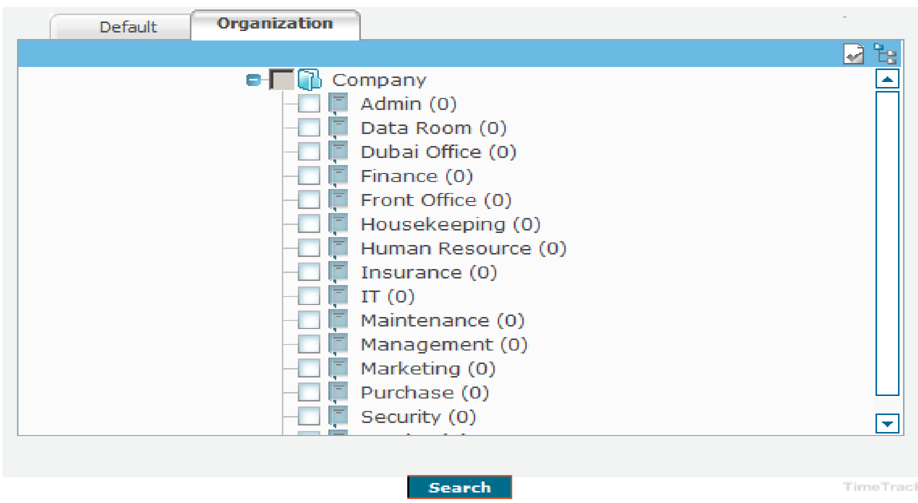
If the user is using card for marking the attendance then write the card number in the field Card Number else leave it blank. Click on the small calendar icon just beside the hiring date field it will open a small calendar select the hired date of the Employee from the calendar then enter his/her email address then press Submit button to save the employee record.

If you click on Modify then the following screen will appear.



There are two tabs each has certain option for searching the employee to modify. If you know the personnel Number or Employee Number then enter the number in the field of personnel No then press submit button to search the employee, other wise use the Name it will show you

all the employees who have same or matching name, you can also search by Job Title such as Managers it will give you all the employees who have managers title, you can also search by type like Employee , Student, Contractor etc, you can also search by group for example if you have different groups you will just select that group all the employees fall in this group will listed as you hit the search button, you can also search by status active or in active employees, you can also search by location you can sort them alphabetically or by personnel No if you want to search them by department click on the organization tab it will open the following screen.

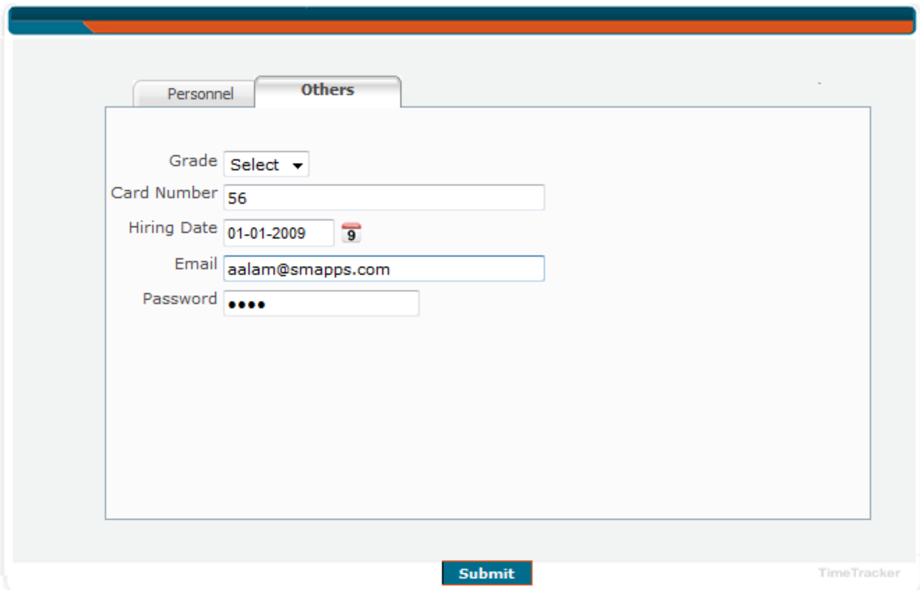


Select the department you want to search then press search button or if you want all employees to be listed in search result then just hit search button without any criteria it will listed all employees as you hit the search button it will open the following screen.

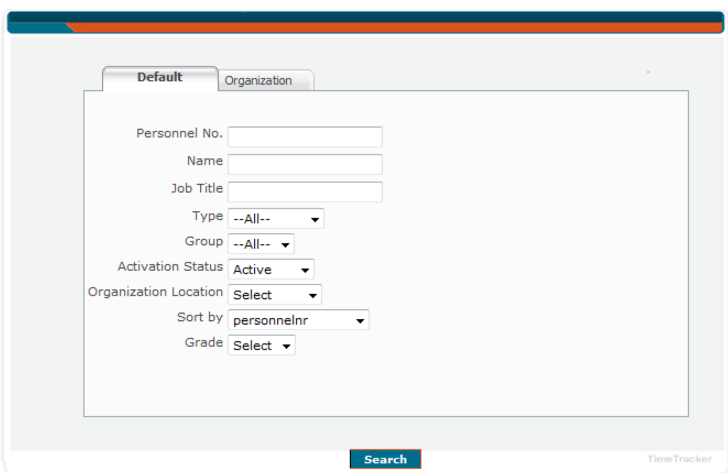
Name	Job Title	Personnel No.	Organization
DUNIYA SAEED MIAN MIAN SAHIB ZAR		1012892	ddd
MUMTAZ AHMED SHAMSUDDIN AHMED	COMPUTER ENGINEER	1014220	ddd
Hamsa Meera Sahib	Operations Analyst	1020689	ddd
ABDUL MALICK ABDUL SAMAD	Computer Engeinear	1021097	ddd
IRFAN KHAN GHOUSE KHAN	COMPUTER OPERATER	1021246	ddd
SREEJITH PARAKANDY MANDODY MAKANDAN	WEB PAGE DESIGNER & DEVELOPMEN	1022382	ddd

Select the person you wish to modify it will open the same screen as you seen in new employee section along with all the save data of the employee do the changes you want to then press the submit button to save the changes you made.

In Others, you will find some more details that you can put for an employee as shown in the screen below such as its Grade, Card number, Hiring Date, E-mail, Intranet password. None of the fields are mandatory.

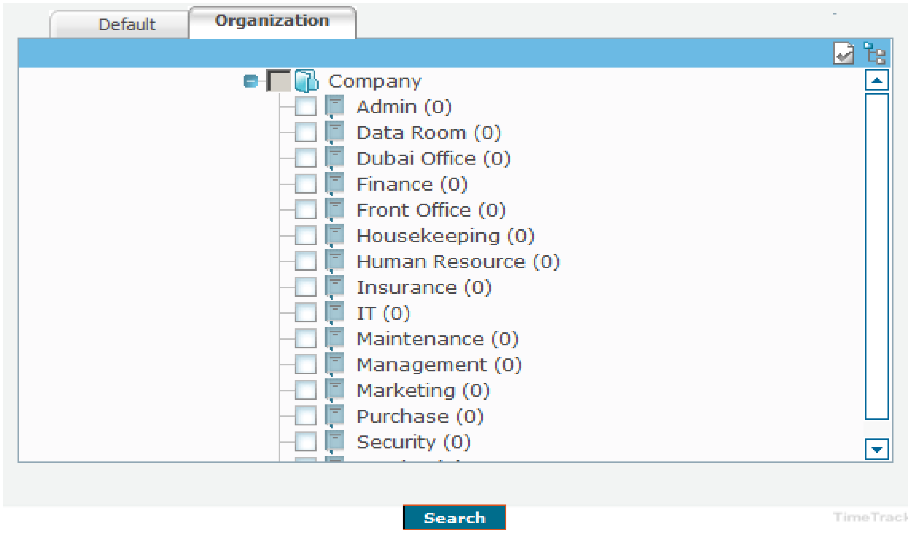


If you click on Delete then the following screen will appear.

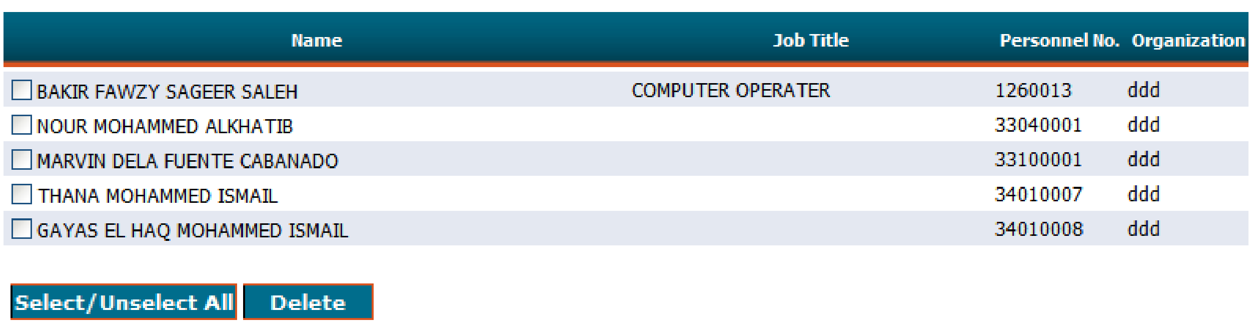


There are two tabs each has certain option for searching the employee to delete. If you know the personnel Number or Employee Number then enter the number in the field of personnel No then press submit button to search the employee, other wise use the Name it will show you all the employees who have same or matching name, you can also search by Job Title such as Managers it will give you all the employees who have managers title, you can also search by type like Employee , Student, Contractor etc, you can also search by group for example if you have different groups you will just select that group all the employees fall in this group will listed as you hit the search button, you can also search by status active or in active employees,

you can also search by location you can sort them alphabetically or by personnel No if you want to search them by department click on the organization tab it will open the following screen.



Select the department you want to search then press search button or if you want all employees to be listed in search result then just hit search button without any criteria it will listed all employees as you hit the search button it will open the following screen.



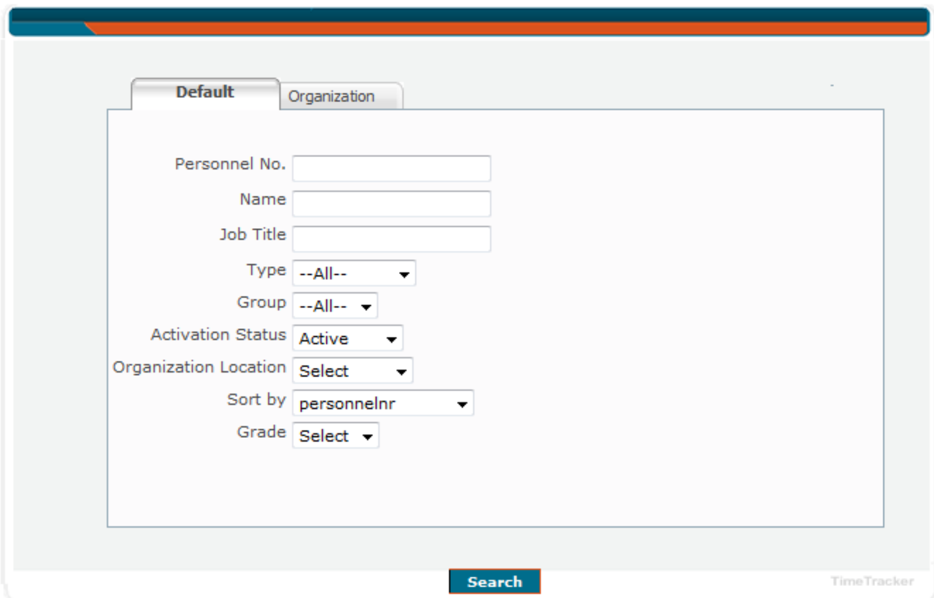
Name	Job Title	Personnel No.	Organization
BAKIR FAWZY SAGEER SALEH	COMPUTER OPERATER	1260013	ddd
NOUR MOHAMMED ALKHATIB		33040001	ddd
MARVIN DELA FUENTE CABANADO		33100001	ddd
THANA MOHAMMED ISMAIL		34010007	ddd
GAYAS EL HAQ MOHAMMED ISMAIL		34010008	ddd

Select/Unselect All Delete

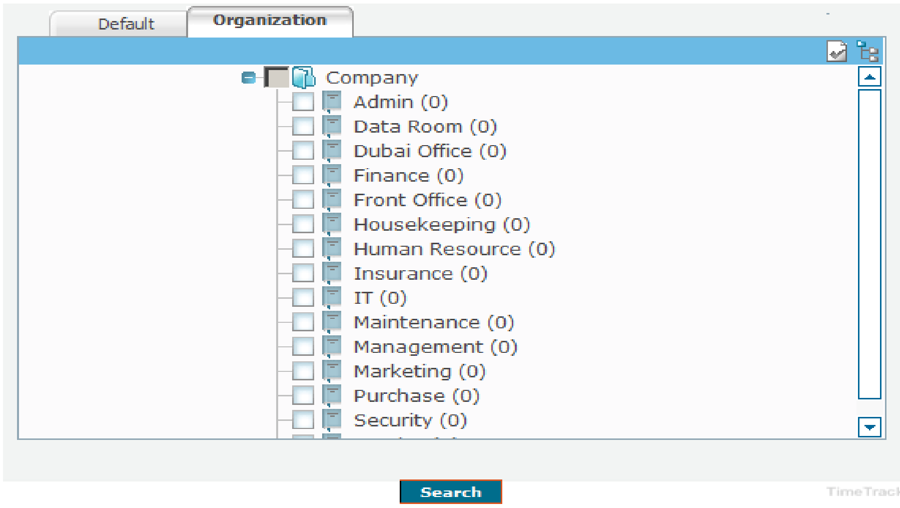
Select the employees by clicking one the check box which you want to delete then after selecting the employees click on Delete button to delete them from the system.

5.2 Personnel Vacation

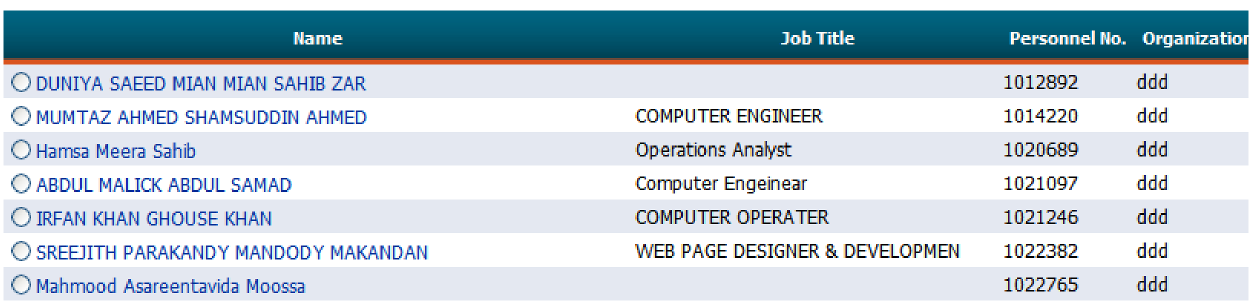
If you click on **Personnel Vacation**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.



There are two tabs each have certain option for searching the employee who is going on vacation. If you know the personnel Number or Employee Number then enter the number in the field of personnel No then press submit button to search the employee, other wise use the Name it will show you all the employees who have same or matching name, you can also search by Job Title such as Managers it will give you all the employees who have managers title, you can also search by type like Employee , Student, Contractor etc, you can also search by group for example if you have different groups you will just select that group all the employees fall in this group will listed as you hit the search button, you can also search by status active or in active employees, you can also search by location you can sort them alphabetically or by personnel No if you want to search them by department click on the organization tab it will open the following screen.

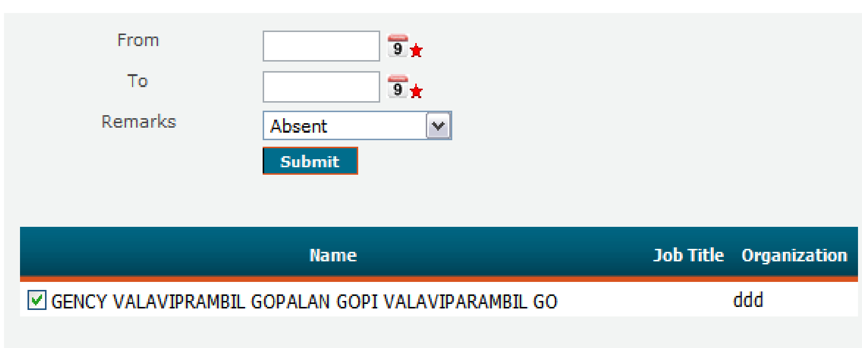


Select the department you want to search then press search button or if you want all employees to be listed in search result then just hit search button without any criteria it will listed all employees as you hit the search button it will open the following screen.



Name	Job Title	Personnel No.	Organizatior
DUNIYA SAEED MIAN MIAN SAHIB ZAR		1012892	ddd
MUMTAZ AHMED SHAMSUDDIN AHMED	COMPUTER ENGINEER	1014220	ddd
Hamsa Meera Sahib	Operations Analyst	1020689	ddd
ABDUL MALICK ABDUL SAMAD	Computer Engeinear	1021097	ddd
IRFAN KHAN GHOUSE KHAN	COMPUTER OPERATER	1021246	ddd
SREEJITH PARAKANDY MANDODY MAKANDAN	WEB PAGE DESIGNER & DEVELOPMEN	1022382	ddd
Mahmood Asareentavida Moossa		1022765	ddd

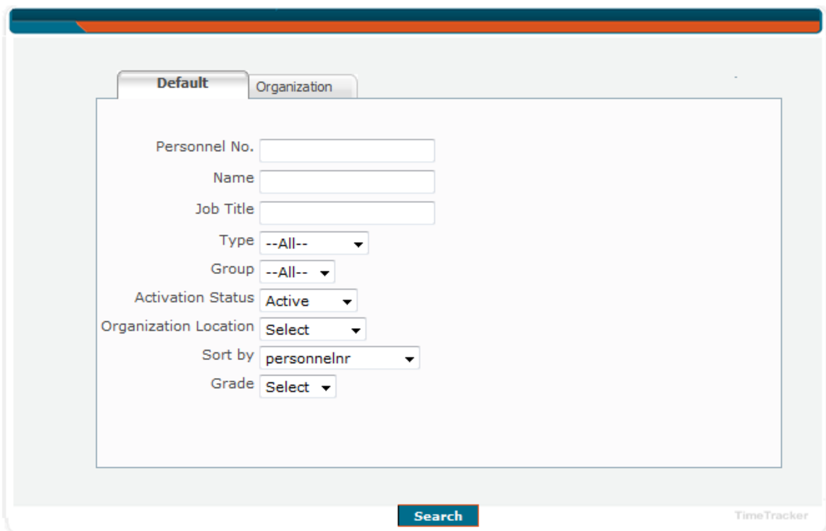
Click the one from the list who asked for vacation then press submit button it will open a new screen as follows.



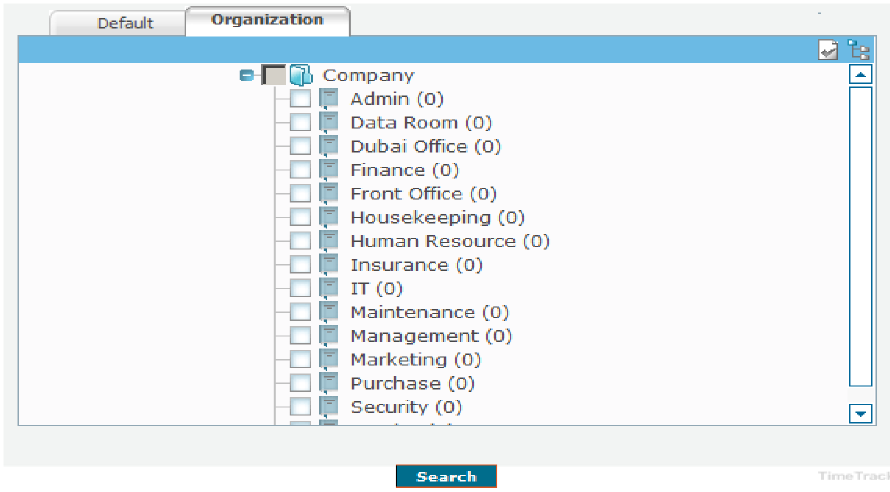
In this screen you have to define the time period of his/her vacation and the type of leave. Click on the calendar icon beside the From Filed it will open a pop up calendar select the start date of

his/her leave do the same for end date of leave then select the proper remark for the leave such as annual vacation, Medical Leave, Business Trip, Training etc. then press submit button to save the vacation you made.

If you click on Modify then the following screen will appear.



There are two tabs each have certain option for searching the employee who is going on vacation. If you know the personnel Number or Employee Number then enter the number in the field of personnel No then press submit button to search the employee, other wise use the Name it will show you all the employees who have same or matching name, you can also search by Job Title such as Managers it will give you all the employees who have managers title, you can also search by type like Employee , Student, Contractor etc, you can also search by group for example if you have different groups you will just select that group all the employees fall in this group will listed as you hit the search button, you can also search by status active or in active employees, you can also search by location you can sort them alphabetically or by personnel No if you want to search them by department click on the organization tab it will open the following screen.



Select the department you want to search then press search button or if you want all employees to be listed in search result then just hit search button without any criteria it will listed all employees as you hit the search button it will open the following screen.

Name	Job Title	Personnel No.	Organization
BAKIR FAWZY SAGEER SALEH	COMPUTER OPERATER	1260013	ddd
NOUR MOHAMMED ALKHATIB		33040001	ddd
MARVIN DELA FUENTE CABANADO		33100001	ddd
THANA MOHAMMED ISMAIL		34010007	ddd
GAYAS EL HAQ MOHAMMED ISMAIL		34010008	ddd

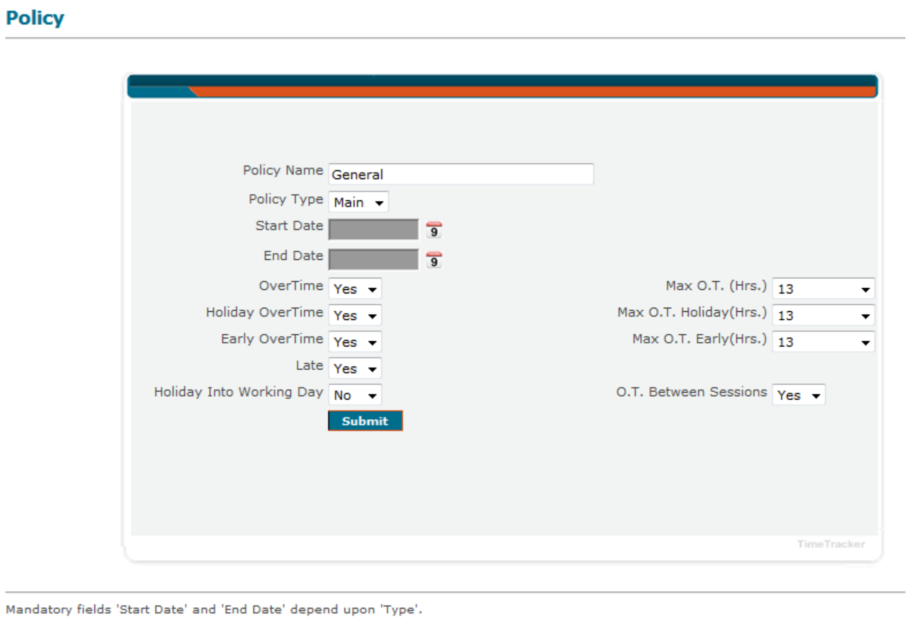
Select employees from the list of whom vacation have to be modify then click submit button it will open the following screen.

Personnel No.	Name	From	To	Remarks
1012892	DUNIYA SAEED MIAN MIAN SAHIB ZAR	15-08-2008	26-08-2008	Hajj Leave
1014220	MUMTAZ AHMED SHAMSUDDIN AHMED	09-08-2008	26-08-2008	Annual Leave

Click on the personnel number and it will open the same screen where you adjust the date and remark of the employee after doing changes press submit button to keep save the changes you made.

5.3 Policy Personnel

If you click on **Policy**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.



Policy is the rules on which the attendance of the employee based. Every employee must have to have a policy other wise his/her attendance will not be calculated. Enter the name of the Policy you are about to create then select the proper type of policy there should be one main policy for all employee which we says basic policy while the sub policy is a time base policy for example whole year a employee have main policy but when the month of Ramadan come he might have sub policy when the month of Ramadan finish he/she will automatically shift to the main policy. When you are creating Main policy the Start Date & End Date fields will be disable but when you select Sub then they will be activated. Start Date & End Date defines the validity period of Sub policy activation. Select Yes if you allow the employees of this policy to do overtime else select No from the option of Overtime field, Select Yes if you allow the employees of this policy to do Holiday overtime else select No from the option of Overtime field the holiday overtime is different then normal overtime, Select Yes if you allow the employees of this policy to do Early overtime else select No from the option of Early Overtime field early overtime is the option which use if the employee come earlier then the schedule time this option justify that time either as overtime or not, Select Yes if you allow the employees of this policy to give a grace period for coming late else select No from the option of Late field, Select Yes if you allow the employees that all the holidays as per the schedule will not count in their vacation as vacation else select No from the option of Override Holiday, Select number of hours an employee can do overtime from the option of Max Overtime field so he/she will be only capable of doing that number of work as overtime if he exceed from the limit the exceeding hours will not shown and calculated as overtime, Select number of hours an employee can do overtime on holidays from the option of Max Holiday Overtime field so

he/she will be only capable of doing that number of work as overtime if he exceed from the limit the exceeding hours will not shown and calculated as overtime, Select number of hours an employee can do Early overtime from the option of Max Early Overtime field so he/she will be only capable of doing that number of work as overtime if he exceed from the limit the exceeding hours will not shown and calculated as overtime, Select Yes if you allow the employees to do over time in split shifts which means that the over time on the report will show on the basis of session that he/she work that much time as over time in this session & so on but if he/she exceed the over time limit then it will not shown on the report else select No from the option of Late field. After filling all the fields then press the submit button to save the policy you created.

If you click on modify then the following screen will appear.

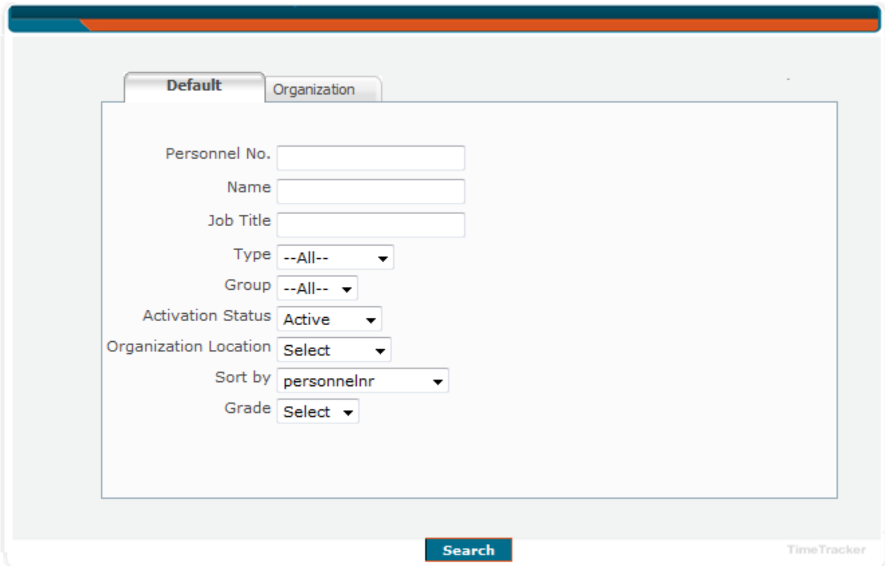
Policy

Policy Name	Policy Type	Start Date	End Date
General	Main	01-01-1945	01-01-2045

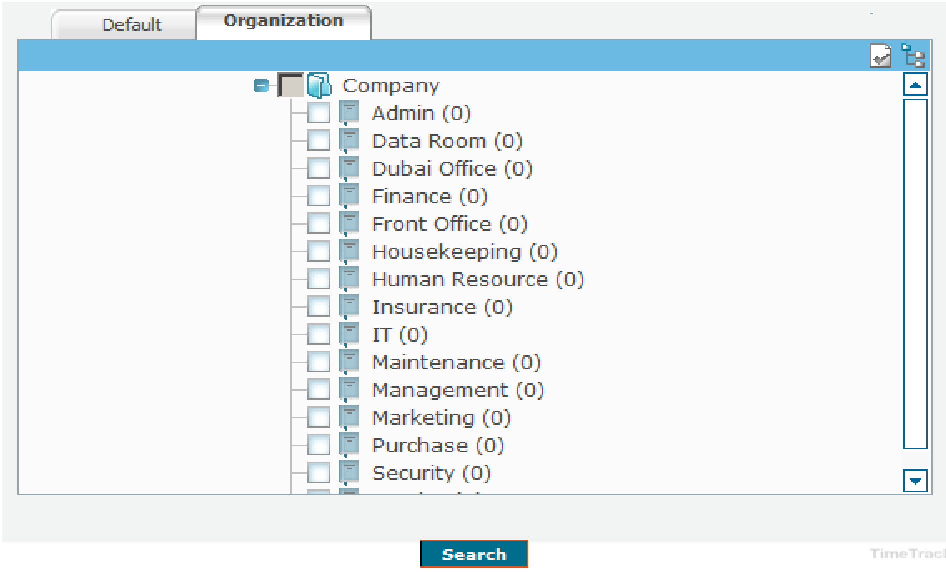
Click on the name of policy it will open the previous screen along with the save data which you can modify as required after completing the changes press submit button to keep save the changes you made.

5.4 Group

If you click on **Group**, then you will find there are some option, click on the desired option. If you click on New then the following screen will appear.



There are two tabs each have certain option for searching the employee who is going on vacation. If you know the personnel Number or Employee Number then enter the number in the field of personnel No then press submit button to search the employee, other wise use the Name it will show you all the employees who have same or matching name, you can also search by Job Title such as Managers it will give you all the employees who have managers title, you can also search by type like Employee , Student, Contractor etc, you can also search by group for example if you have different groups you will just select that group all the employees fall in this group will listed as you hit the search button, you can also search by status active or in active employees, you can also search by location you can sort them alphabetically or by personnel No if you want to search them by department click on the organization tab it will open the following screen.



Select the department you want to search then press search button or if you want all employees to be listed in search result then just hit search button without any criteria it will listed all employees as you hit the search button it will open the following screen.

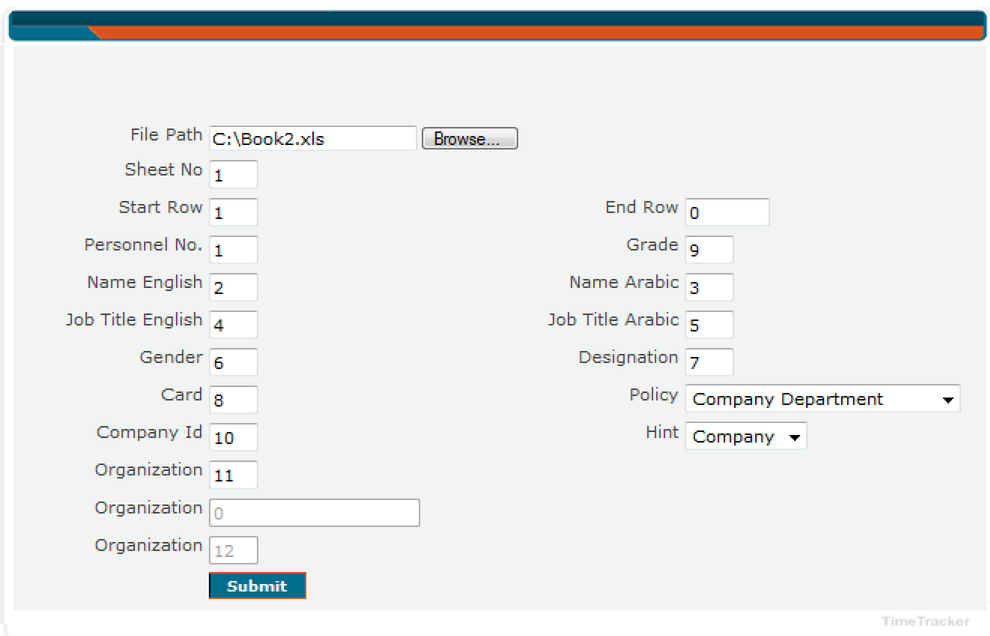
Name	Job Title	Personnel No.	Organization
BAKIR FAWZY SAGEER SALEH	COMPUTER OPERATER	1260013	ddd
NOUR MOHAMMED ALKHATIB		33040001	ddd
MARVIN DELA FUENTE CABANADO		33100001	ddd
THANA MOHAMMED ISMAIL		34010007	ddd
GAYAS EL HAQ MOHAMMED ISMAIL		34010008	ddd

Select the employees by click on the check boxes which you want to be in the group you are about to create after selecting the employee press submit it will open the following screen.

Name	Job Title	Department Name
DUNIYA SAEED MIAN MIAN SAHIB ZAR		ddd
MUMTAZ AHMED SHAMSUDDIN AHMED	COMPUTER ENGINEER	ddd
Hamsa Meera Sahib	Operations Analyst	ddd

Enter the name of the Group which you like to create in the field Name you can review the employee at this stage as well you can unselect those whom you don't want press the submit button to save the group you created.

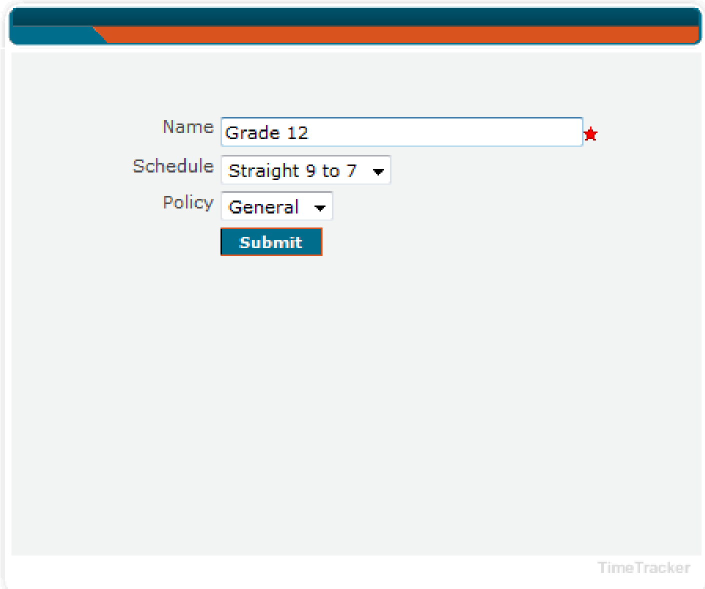
5.5 Import Utility



You can import employees through Excel sheet into the system. You need to prepare an Excel sheet with the list of employees and their details. For the format, please contact SMA.

This sheet needs to be at the computer from where you are doing the upload. In the figure, for each field there is a column no. shown in the text box this should be the order of the excel sheet.

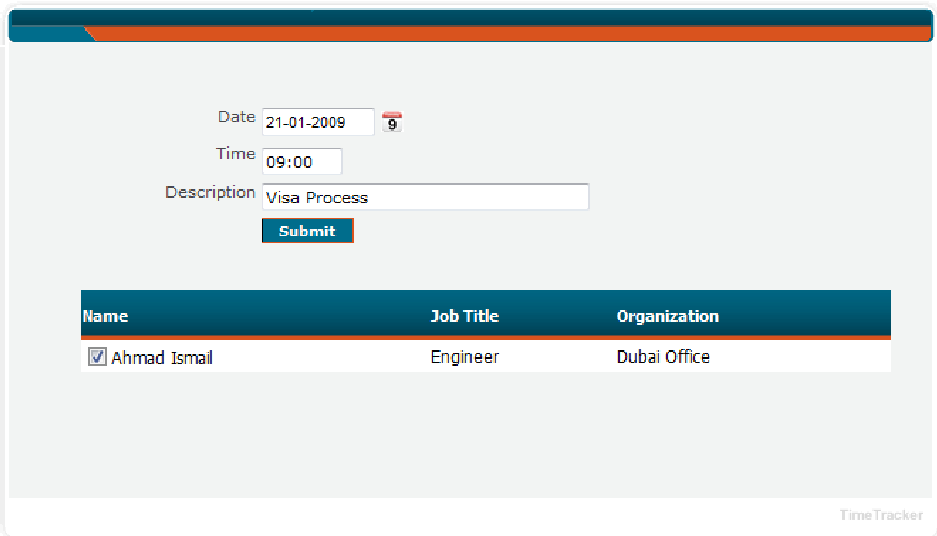
5.5 Grade



In Grade, you can create grades which can then be assigned to employees as additional information. You will see the above screen when you will click Personnel→Grade→New. Enter the Grade name e.g. Grade 12. You can associate a Schedule and Policy with a grade so that when a new employee with this grade will be entered in the system, the employee will automatically get the schedule and policy this Grade employees should have. You can Modify, Delete and Search Grades as well.

5.6 Out Permission

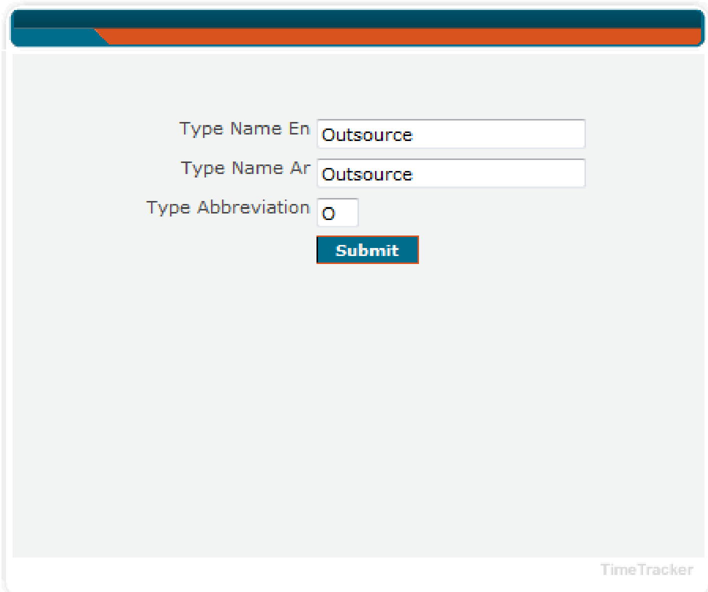
Out permission is a feature which can be used for employees seeking special permission to go out inside the office timings for acceptable reasons. Their manager can select them and assign them a permission as shown in the screen below.



If you need to modify an existing Out Permission you can click on Modify, select the employee and you will see a screen as below. Click on the description and it will take you to the modification screen. You can Delete and Search Out permission for an employee or group of employees.

5.7 Personnel Type

By default, there are two Personnel types provided in the system which are Employee(E) and Contractor(C). you can create more personnel types depending on the type of staff you have. Go to Personnel→Personnel Type→New and you will see the below screen.

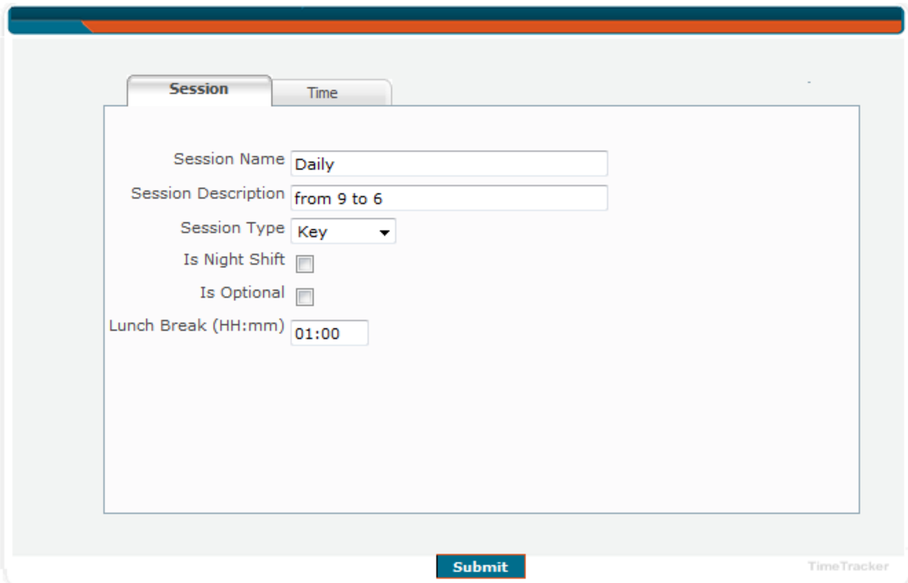


Provide the name of the type and its abbreviation. These types can be modified at any time. However, these types can only be deleted when no Personnel is holding that personnel type.

6. Schedule

6.1 Session

Session represents the time part of a schedule and the type of session represents the mode in which it will be used. The description of fields is as follows:-



Session Name → Name of the session. Make it easy to identify

Session Description → Describing the session

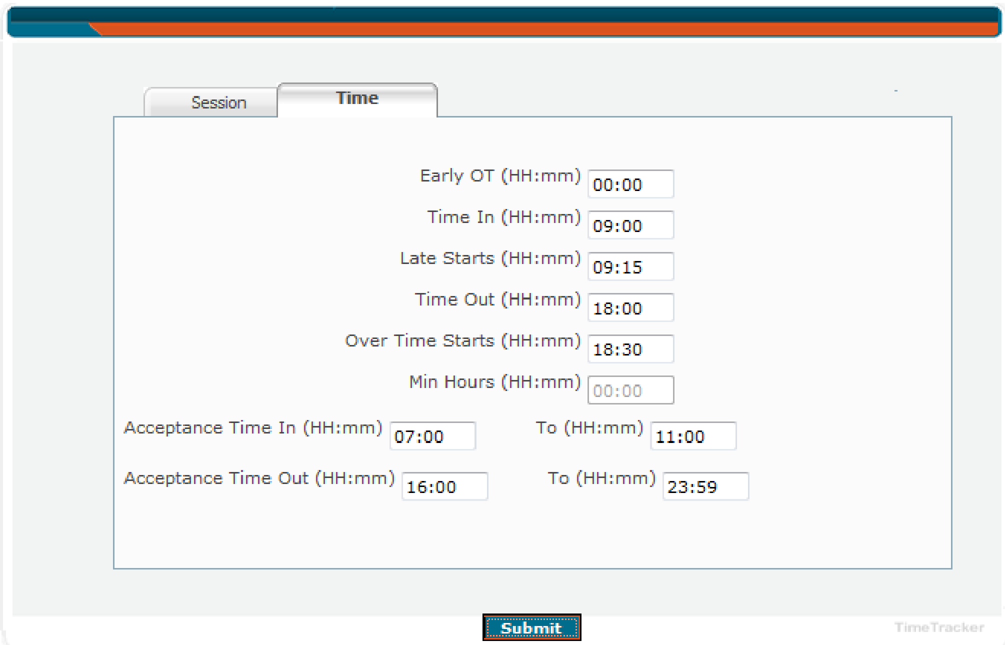
Session Type → the mode of the session

- Time → when acceptance period will be used to Pick first **IN** & last **OUT**.
- Key → When on a biometric device a function key will be used to specify which punch is **IN** and which punch is **OUT**
- Free → this session can be created when from 00:00 to 23:59 a person can be allowed to work any time for X no. of hours. In this session there won't be any IN & OUT timings just the no. of hours will be defined.
- Time Key → a combination of Time & Key, this session can be used when you are using function key yet would want to have an acceptance period. This session can be helpful to tackle complex night shifts when there is a date change.

Is Night Shift → Check this if you are creating night shift

Is Optional → an optional session can be created along with normal session. Good for people come to work in the night after their normal session.

Lunch Break → define the duration of lunch break if you don't want to create split sessions for your shift. E.g. if you have timings from 9:00 to 18:00 with 1 hour lunch. Then you can specify a lunch break of 1 hour and this would not be counted towards employees working hours.



Early O.T. → if you want to give early Overtime to your employees you can put the time e.g. 08:00 so whoever will come before 08:00 he will get 1 hour O.T. in case of no early O.T. leave the field as is.

Time IN → session start time

Late starts → the time on which employees will be considered late

Time OUT → session stop time

Overtime Starts → the time from which the employee starts getting overtime

Min hours → Min hours field will be enabled only when you choose session type = 'FREE' for all other sessions it will be disabled. You need to put min hours a person must complete while in a free shift.

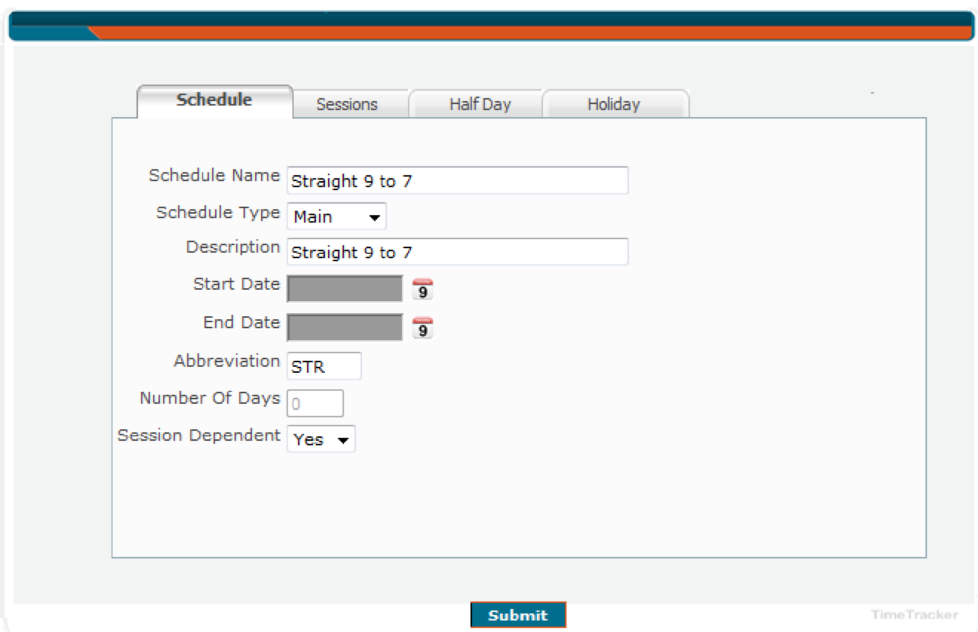
Acceptance Time IN → Acceptance time range for IN punch.

Acceptance Time OUT → Acceptance time range for OUT punch.

You can Modify, Delete and Search existing sessions at any time.

6.2 Schedule

Schedule holds the complete information of employees shift such as session timings, Half day, Holiday, type of schedule etc.



Schedule Name → Name of the Schedule. This name will appear whenever you are assigning shifts/Rosters to employees so be careful about the name and it should be recognizable by the person who is going to assign.

Schedule Type → type of schedule e.g.

- Main → Permanent schedule, a schedule that a person follows most of the time in a year. Every employee MUST have at least 1 Main schedule and at a time a person can hold only 1 Main schedule.

- Shared → Temporary Schedule, a schedule that employees can have temporarily at a given time e.g. Ramadhan. Employees can have more than 1 Shared schedule along with their Main schedule. Make sure that if you are assigning 2 Shared schedules to one employee the effective dates of those shared schedules should not overlap.

- Day → will be chosen when employees remain in this shift for specific no. of days and then change e.g. Rosters. You need to supply the no. of days as well.

Description → description about the schedule.

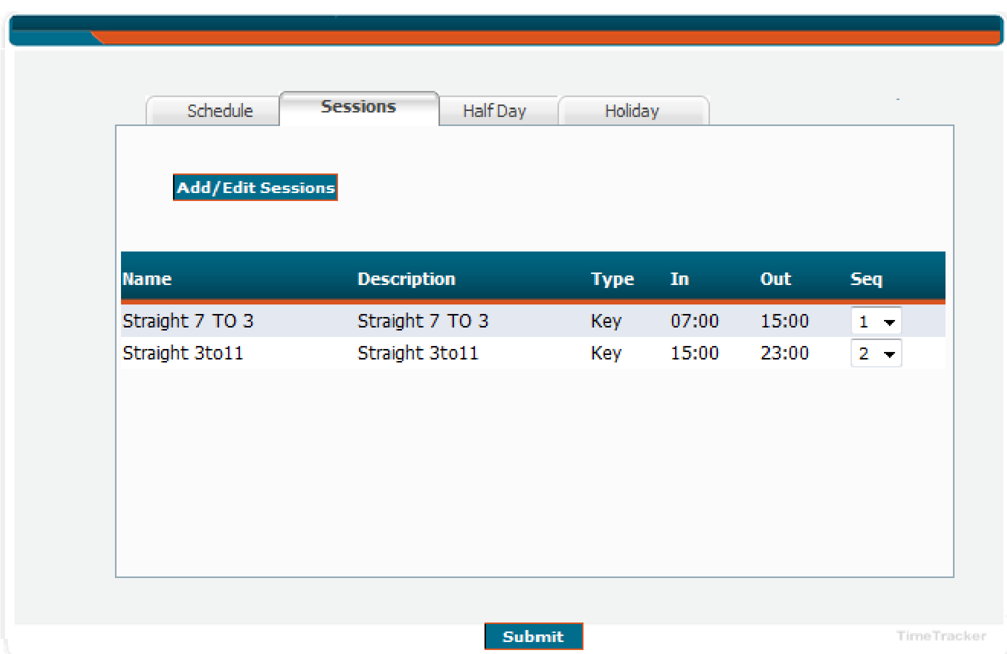
Start Date → will be enabled when Schedule Type has been chosen as Shared

End Date → will be enabled when Schedule Type has been chosen as Shared

Abbreviation → Provide up 3 to 5 letter abbreviation for a schedule it will be displayed when dealing with Rosters.

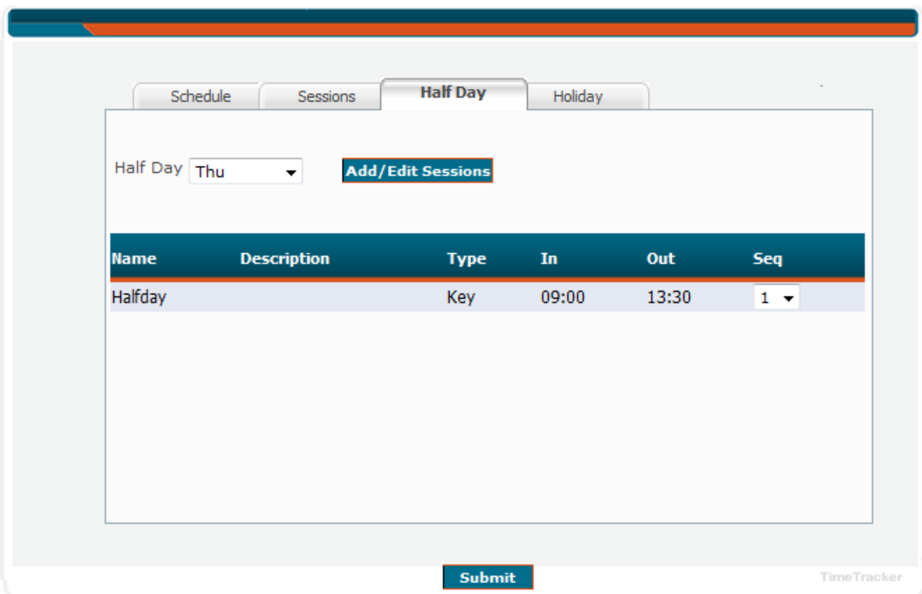
No. of Days → Provide No. of days if you are creating a Day schedule for Rosters.

Once sessions are created, you can add/remove them in any schedule by clicking Sessions tab as shown below.

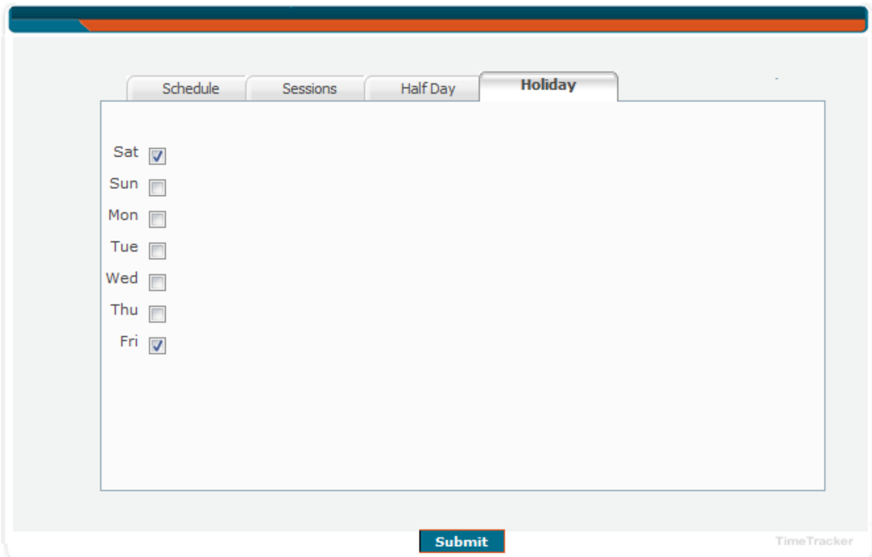


Make sure the Sequence is correct, like in the picture shown above the Straight 3 to 11 can't be at seq 1 because it will occur after the Straight 7 to 3.

If you observe Halfday in your company, you need to create a Halfday Session and you can use it in a schedule by clicking on Halfday tab as shown below. Please note that you need to specify which day of the week is your Halfday.



You can declare Holidays as well which will be considered as Off-days for employees holding this schedule. E.g. Friday & Saturday as shown below.



Once created you can Modify, Delete and Search the schedules. Please note that if any modification happens the changes will be applied from the day onwards and no previous records will get affected by this modification.

6.3 Assign

6.3.1 Assign Policy

Once employees are entered in the system, they must have a policy. Schedule → Assign → Assign Policy you can assign them the policy they fit in. Click Assign Policy, choose the policy you want to assign. Press Submit. You will come up with the search screen for employees. You can choose an individual employee as well as group of employees. By just clicking Search button you will see the list of all employees holding the policy you have chosen and the ones who have not been assigned this policy separately as shown below. Select the employee and press Submit.

Personnel

Name	Job Title	Personnel No.	Organization	Company	Grade
Bhramadev Grod	Painter	5297	Maintenance	Company	
Jonah Judilla	Receptionist	5298	Front Office	Company	
Madiha Kiani	Receptionist	5300	Front Office	Company	
Mustafa Badshah	Cashier	5301	Finance	Company	
Biju Thomas	Cashier	5302	Finance	Company	
Samson Arandia	Cleaner	5304	Housekeeping	Company	
Michelle Villaruel	Receptionist	5305	Front Office	Company	

Name	Job Title	Personnel No.	Organization	Company	Grade
Ahmad Ismail	Engineer	10001	Dubai Office	Company	

Select/Unselect All | Select

6.3.2 Remove Policy

Click Remove Policy, Choose the policy and click delete personnel and then repeat the same procedure as mentioned in 6.3.1 for removing a Policy from employees' profile.

6.3.3 Assign Schedule

Once employees are entered in the system, they must have a schedule. Schedule → Assign → Assign Schedule you can assign them the schedule they will follow. Click Assign Schedule, choose the schedule you want to assign. Press Submit. You will come up with the search screen for employees. You can choose an individual employee as well as group of employees. By just clicking Search button you will see the list of all employees working under this schedule that you have chosen and the ones who have not been assigned this schedule separately as shown below. Select the employee and press Submit.

Personnel

Name	Job Title	Personnel No.	Organization	Company	Grade
Bhramadev Grod	Painter	5297	Maintenance	Company	
Jonah Judilla	Receptionist	5298	Front Office	Company	
Madiha Kiani	Receptionist	5300	Front Office	Company	
Mustafa Badshah	Cashier	5301	Finance	Company	
Biju Thomas	Cashier	5302	Finance	Company	
Samson Arandia	Cleaner	5304	Housekeeping	Company	
Michelle Villaruel	Receptionist	5305	Front Office	Company	

Name	Job Title	Personnel No.	Organization	Company	Grade
Ahmad Ismail	Engineer	10001	Dubai Office	Company	

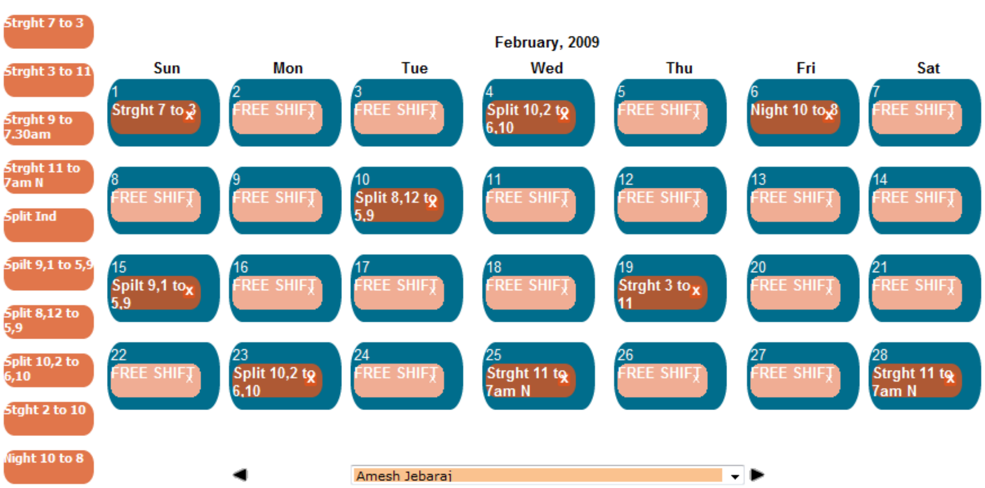
Select/Unselect All | Select

6.3.4 Remove Schedule

Click Remove Schedule, Choose the schedule and click delete personnel and then repeat the same procedure as mentioned in 6.3.3 for removing a schedule from employees' profile.

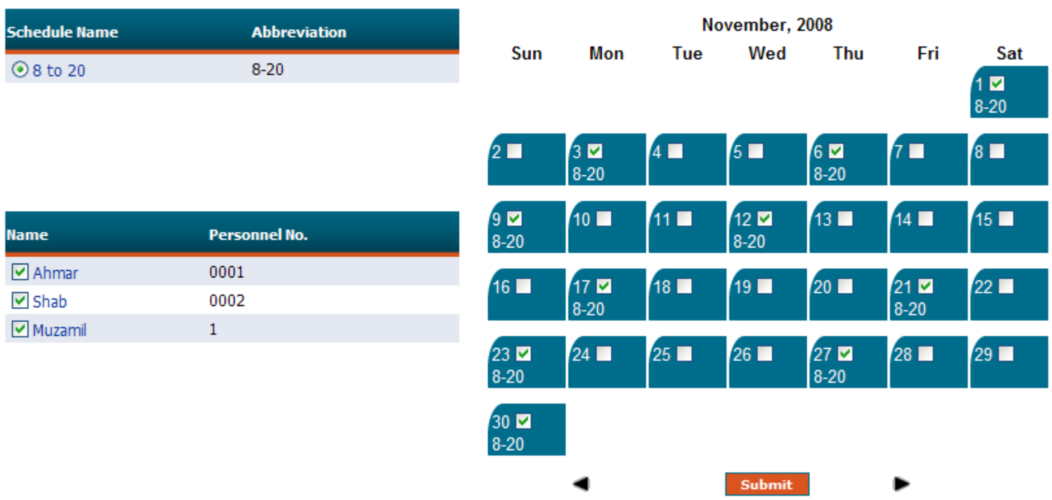
6.3.5 Assign Month

This screen is for the employees who work in Rosters and change their shifts on daily, weekly, monthly basis. As shown in the screen below, on your left you will see all the DAY type schedules which you can just drag and drop to an employee's duty month.



6.3.6 Assign Month Group

The difference between Assign Month and Assign Month |Group is that you can assign the schedule to a group of employees at once if they are working in the same batch. Click Assign Month Group. Select employees and you will see the screen below. On the left side you will see list of schedule and list of employees. Select the schedule and employee and mark the date in the calendar by checking the box in those dates and press submit.



6.3.7 Import

You can do schedule import through an Excel file. Please contact SMA for the format.

File name → you need to browse the location where the excel file is located.

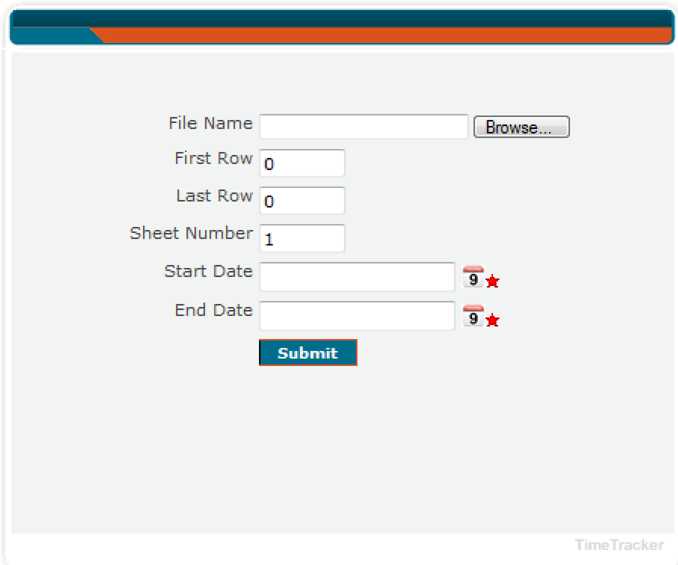
First Row → the row number from which you need to import the schedules

Last Row → Till which row you need to do the import schedule.

Sheet number → Sheet number of Excel file.

Start Date → the date it should start assigning the schedules

End Date → the date it should stop assigning the schedules.

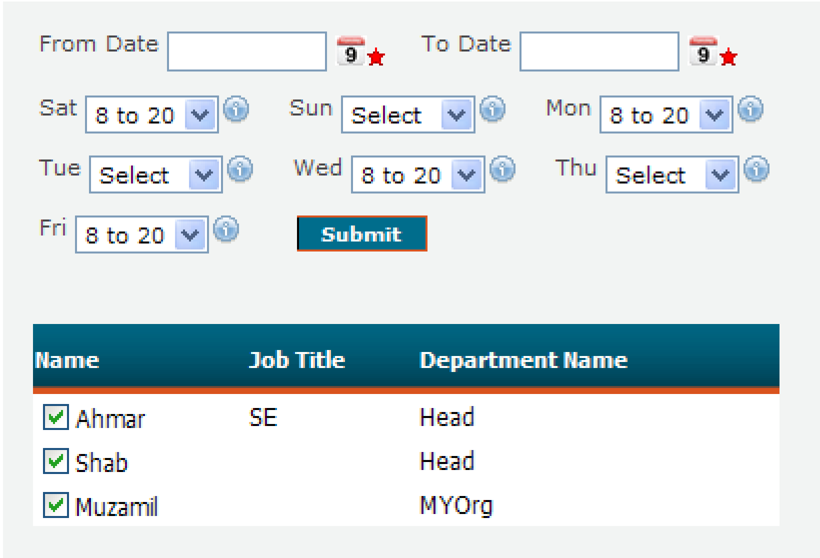


6.3.8 Assign Year

To **Assign Yearly** Schedule click on Assign year it will open a search screen for employees. In this screen you have different option to search employee, you can search by personnel number, name, by title, by group, by location & if you want to search by department then click on Organization tab on the top it will display all the department select the one you want to search employee on it then click on search button. It will open the following screen.

Name	Job Title	Personnel No.	Organization
☐ BAKIR FAWZY SAGEER SALEH	COMPUTER OPERATER	1260013	ddd
☐ NOUR MOHAMMED ALKHATIB		33040001	ddd
☐ MARVIN DELA FUENTE CABANADO		33100001	ddd
☐ THANA MOHAMMED ISMAIL		34010007	ddd
☐ GAYAS EL HAQ MOHAMMED ISMAIL		34010008	ddd

Select the person you want to assign the schedule by checking the boxes then press submit button it will open the following screen



In this screen you will find the From Date & To Date here you have to define the duration of the schedule it could be weekly it could be monthly it could be yearly. Then drop down each day & select the respective day schedule. It means that the employees to whom you are assigning the schedule will follow every Saturday same schedule till the End date you defined.

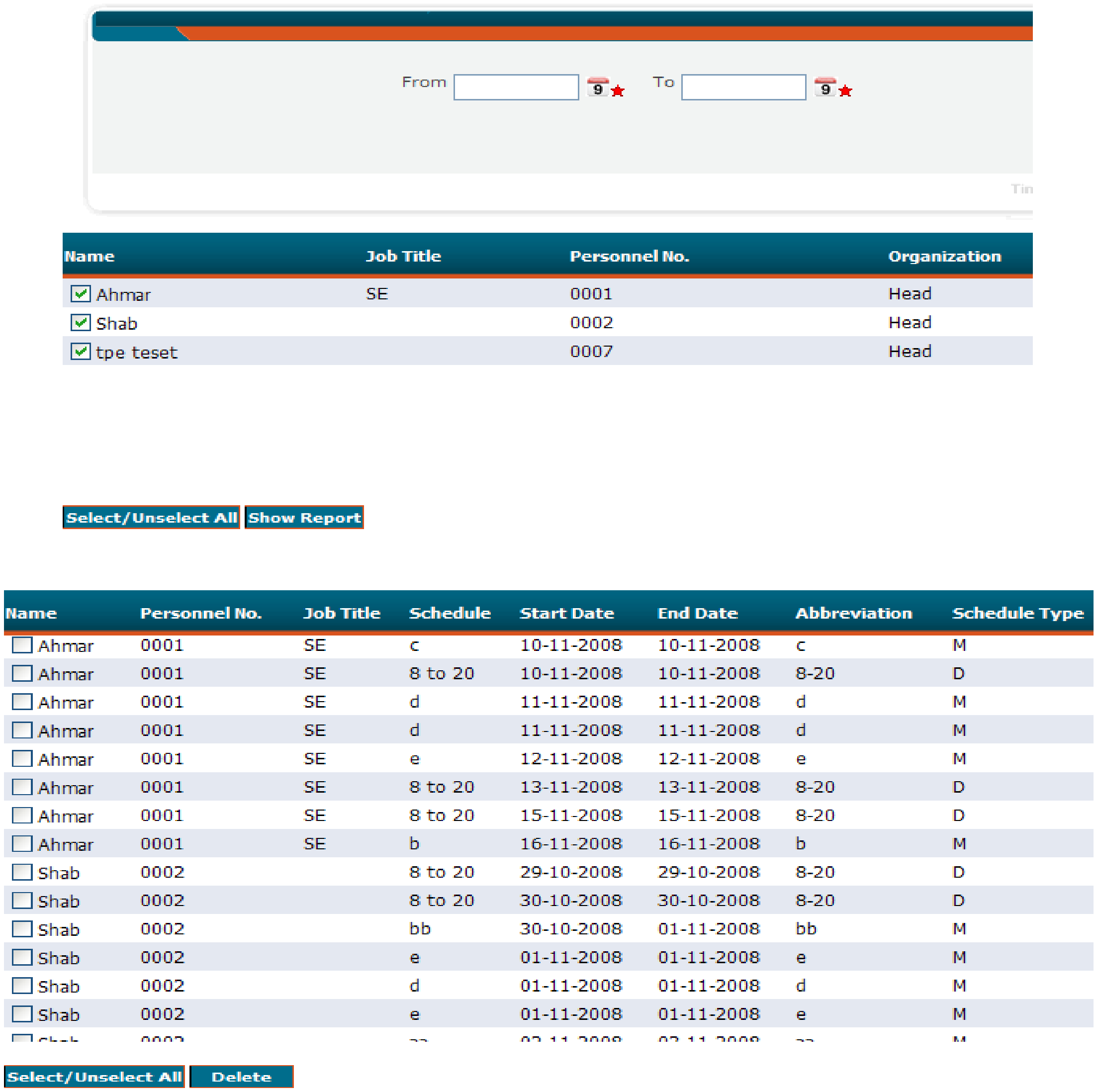
6.3.9 Adjust Schedule

To **Adjust Schedule** click on Adjust Schedule it will open the following screen

In the above screen you have different option to search employee, you can search by personnel number, name, by title, by group, by location & if you want to search by department then click on Organization tab on the top it will display all the department select the one you want to search employee on it then click on search button. It will open the following screen.

Name	Job Title	Personnel No.	Organization
BAKIR FAWZY SAGEER SALEH	COMPUTER OPERATER	1260013	ddd
NOUR MOHAMMED ALKHATIB		33040001	ddd
MARVIN DELA FUENTE CABANADO		33100001	ddd
THANA MOHAMMED ISMAIL		34010007	ddd
GAYAS EL HAQ MOHAMMED ISMAIL		34010008	ddd

Select the person or persons you want to adjust the schedule by checking the boxes then press submit button it will open the following screen.

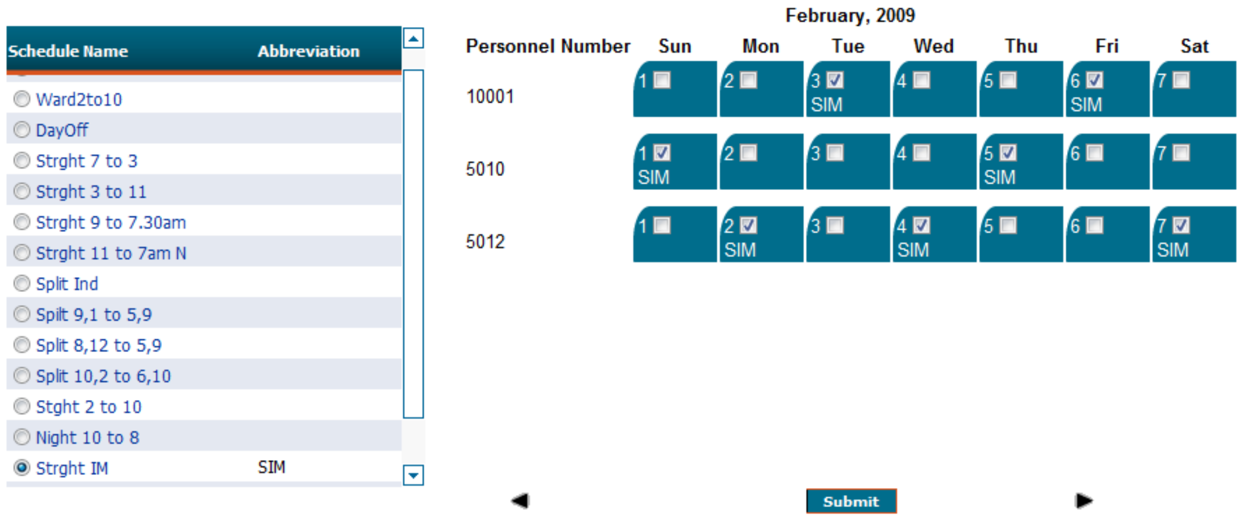


Name	Job Title	Personnel No.	Organization
Ahmar	SE	0001	Head
Shab		0002	Head
tpe teset		0007	Head

Name	Personnel No.	Job Title	Schedule	Start Date	End Date	Abbreviation	Schedule Type
Ahmar	0001	SE	c	10-11-2008	10-11-2008	c	M
Ahmar	0001	SE	8 to 20	10-11-2008	10-11-2008	8-20	D
Ahmar	0001	SE	d	11-11-2008	11-11-2008	d	M
Ahmar	0001	SE	d	11-11-2008	11-11-2008	d	M
Ahmar	0001	SE	e	12-11-2008	12-11-2008	e	M
Ahmar	0001	SE	8 to 20	13-11-2008	13-11-2008	8-20	D
Ahmar	0001	SE	8 to 20	15-11-2008	15-11-2008	8-20	D
Ahmar	0001	SE	b	16-11-2008	16-11-2008	b	M
Shab	0002		8 to 20	29-10-2008	29-10-2008	8-20	D
Shab	0002		8 to 20	30-10-2008	30-10-2008	8-20	D
Shab	0002		bb	30-10-2008	01-11-2008	bb	M
Shab	0002		e	01-11-2008	01-11-2008	e	M
Shab	0002		d	01-11-2008	01-11-2008	d	M
Shab	0002		e	01-11-2008	01-11-2008	e	M

6.3.10 Assign Week

If you want to assign a weekly schedule to a batch of employees then click Assign Week. Select employees and you will see the screen below. On your left you will see all the Day schedules listed. In the middle you will see the employee numbers and on the right side you will the respective weekly calendar for an employee. Choose Schedule and click on a weekly calendar of an employee who is supposed to work on that day. As soon as you tick the check box you will see abbreviation of the schedule showing in that date. Complete the Roster and press Submit.

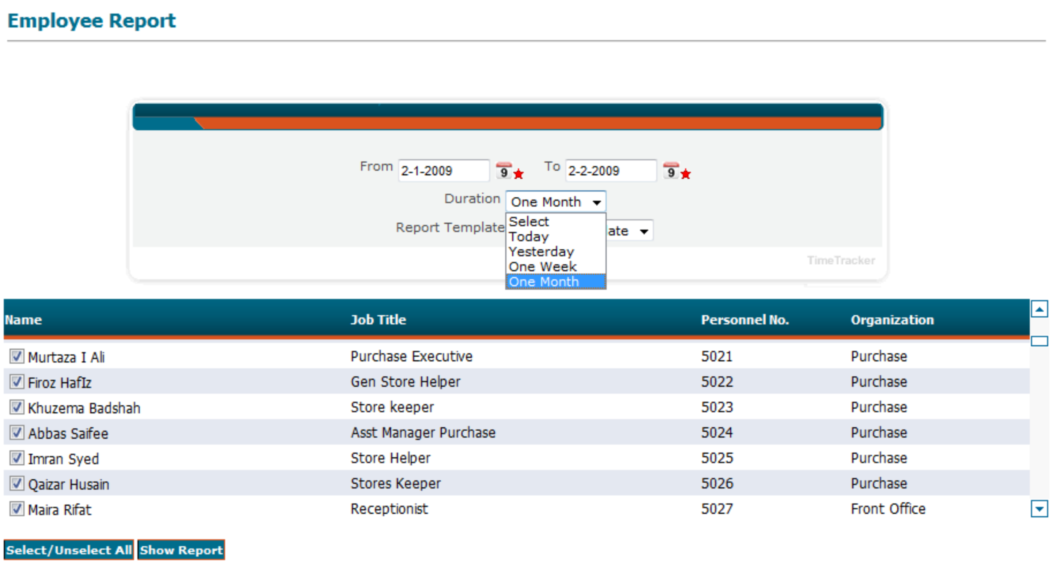


Schedule Name
Abbreviation
Ward2to10
DayOff
Strght 7 to 3
Strght 3 to 11
Strght 9 to 7.30am
Strght 11 to 7am N
Split Ind
Spilt 9,1 to 5,9
Split 8,12 to 5,9
Split 10,2 to 6,10
Stght 2 to 10
Night 10 to 8
Strght IM
SIM
February, 2009
Personnel Number
Sun
Mon
Tue
Wed
Thu
Fri
Sat
10001
1
2
3 SIM
4
5
6 SIM
7
5010
1 SIM
2
3
4
5 SIM
6
7
5012
1
2 SIM
3
4 SIM
5
6
7 SIM
Submit

7. Reports

7.1 Reports

Once employees are entered in the system, they must have a policy and a schedule. Without any one of these you can generate a report for an employee. In order to take out report, you need to click Reports→Reports and then choose any one of the different reports. Any report you will click, you will see the search screen



Choose the dates or choose the duration. Select the employees for the reports. Click Show Report.

7.2 Schedule Report

You can take out a schedule report to know which person has which schedule or which schedule is followed by which employee(s)?

If you click on Report→Schedule Report→By Schedule, then you will be searching employees by schedule. Choose the schedule you want to see followed by which employees? Click Submit and you will see the screen below

Schedule Report

Straight 9 to 7

P.No	Name	Title	Department	Company
1381	Shabbir Nadir	Director Finance	Finance	Company
1382	Siraj Master	Finance Manager	Finance	Company
1295	Remy Ferinas	Ins Front Off Asst	Finance	Company
1297	Mustanseer Shakir	Asst Manager Finance	Finance	Company
1383	Murtaza Abdeali	Asst Finance Manager	Finance	Company
1385	Husain Abbas Jaorawala	Accountant	Finance	Company
1293	Anita M Jadhav	Asst Manager Finance	Finance	Company
1384	Muffadal Ismail Darbar	Accountant	Finance	Company
1379	Yusuf Huned Ahmedabadwala	Cashier	Finance	Company
5003	Murtaza Z Ali	IT	IT	Company
5011	Husein Abbas	Accountant	Finance	Company
5012	Zaki Sohagpurwala	Accountant	Finance	Company
5013	Fakhruddin Chudawala	Dy Director Finance	Finance	Company
5014	Hozafa Hussain	Finance Manager	Finance	Company
5017	Rekha David	Pharmacy Purchase	Purchase	Company
5018	Giji Samuel	Exe Pharmacy Purchase	Purchase	Company
5015	Imran Ali	Asst. Manager Finance	Finance	Company
5019	Sapna Bahulayan	Exe Pharmacy Store	Purchase	Company
5021	Murtaza I Ali	Purchase Executive	Purchase	Company
5022	Firoz Hafiz	Gen Store Helper	Purchase	Company
5026	Qaizar Husain	Stores Keeper	Purchase	Company
5020	Firoz Khan	Pharmacy Helper	Purchase	Company

If you click on Report→Schedule Report→By Personnel, then you will be searching schedule followed by employees at a given period. Choose the employee you want to see? Click Submit and you will see the screen below

Schedule Report

Name	Imran Ali	**From**	01-Nov-08
P.No	5015	**To**	30-Nov-08
Department	Finance		

Date	Schedule Name	Session 1	Session 2	Session 3
01-Nov-08	Straight 9 to 7	Strght 9 to 7		
02-Nov-08	Straight 9 to 7	Strght 9 to 7		
03-Nov-08	Straight 9 to 7	Strght 9 to 7		
04-Nov-08	Straight 9 to 7	Strght 9 to 7		
05-Nov-08	Straight 9 to 7	Strght 9 to 7		
06-Nov-08	Straight 9 to 7	Strght 9 to 7		
07-Nov-08	Straight 9 to 7	Strght 9 to 7		
08-Nov-08	Straight 9 to 7	Strght 9 to 7		
09-Nov-08	Straight 9 to 7	Strght 9 to 7		
10-Nov-08	Straight 9 to 7	Strght 9 to 7		
11-Nov-08	Straight 9 to 7	Strght 9 to 7		
12-Nov-08	Straight 9 to 7	Strght 9 to 7		
13-Nov-08	Straight 9 to 7	Strght 9 to 7		
14-Nov-08	Straight 9 to 7	Strght 9 to 7		
15-Nov-08	Straight 9 to 7	Strght 9 to 7		
16-Nov-08	Straight 9 to 7	Strght 9 to 7		
17-Nov-08	Straight 9 to 7	Strght 9 to 7		
18-Nov-08	Straight 9 to 7	Strght 9 to 7		

7.3 Policy Report

You can take out a policy report to know which person has which policy or which policy is followed by which employee(s)?

If you click on Report→Policy Report→By Policy, then you will be searching employees by policy. Choose the policy you want to see followed by which employees? Click Submit and you will see the screen below

Policy Report

General

P.No	Name	Title	Department	Company
1276	Anita Dias	Telephone Operator	Front Office	Company
1152	Samuel George	Nurse	Nursing	Company
1193	Shinu Baiju	Nurse	Nursing	Company
5003	Murtaza Z Ali	IT	IT	Company
1334	Bindu Santhosh	Radiographer	Radiology	Company
5001	Nilesh Pendbhaje	IT Coordinator	IT	Company
5002	Sarfaraj Ansari	IT Tech	IT	Company
1408	Dr Nirmal Sagar	Manager- Quality	Admin	Company
1448	Hidayatullah Abdul Halim	Radiographer	Radiology	Company
1179	Jenumol Chacko	Nurse	Nursing	Company
5004	Murtuza M Ali	Human Resource Exe	Human Resource	Company
1202	Jisha Varghese	Nurse	Nursing	Company
5005	Mubashir Khan	Human Resource	Human Resource	Company
1449	Marjorene Marana	Receptionist	Front Office	Company
1450	Gigi Varghese	Nurse	Nursing	Company
1451	Ahmed Mohd El Hassan	Receptionist	Front Office	Company
5011	Husein Abbas	Accountant	Finance	Company
5012	Zaki Sohagpurwala	Accountant	Finance	Company
5013	Fakhruddin Chudawala	Dy Director Finance	Finance	Company
5014	Hozafa Hussain	Finance Manager	Finance	Company

If you click on Report→Policy Report→By Personnel, then you will be searching policy followed by employees at a given period. Choose the employee you want to see? Click Submit and you will see the screen below

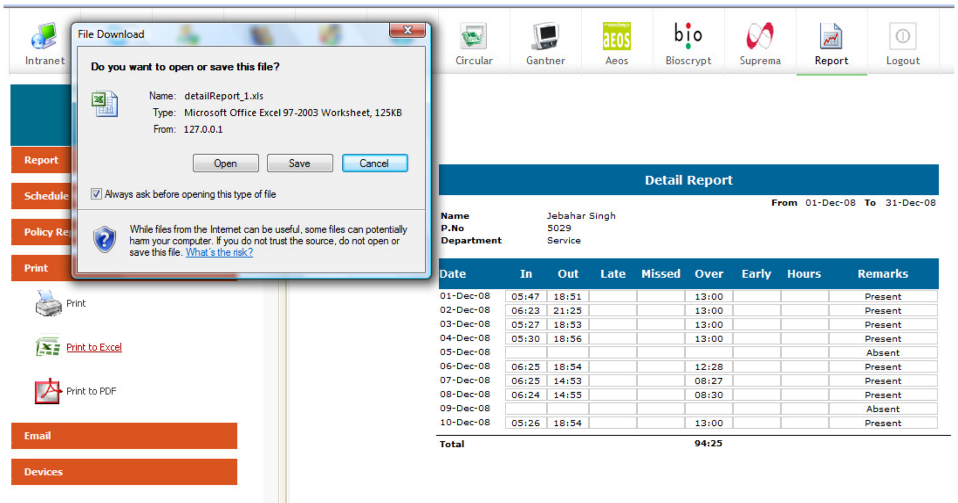
Policy Report

Name	Anna Menchavez	**From**	01-Dec-08
P.No	5264	**To**	31-Dec-08
Department	Front Office		

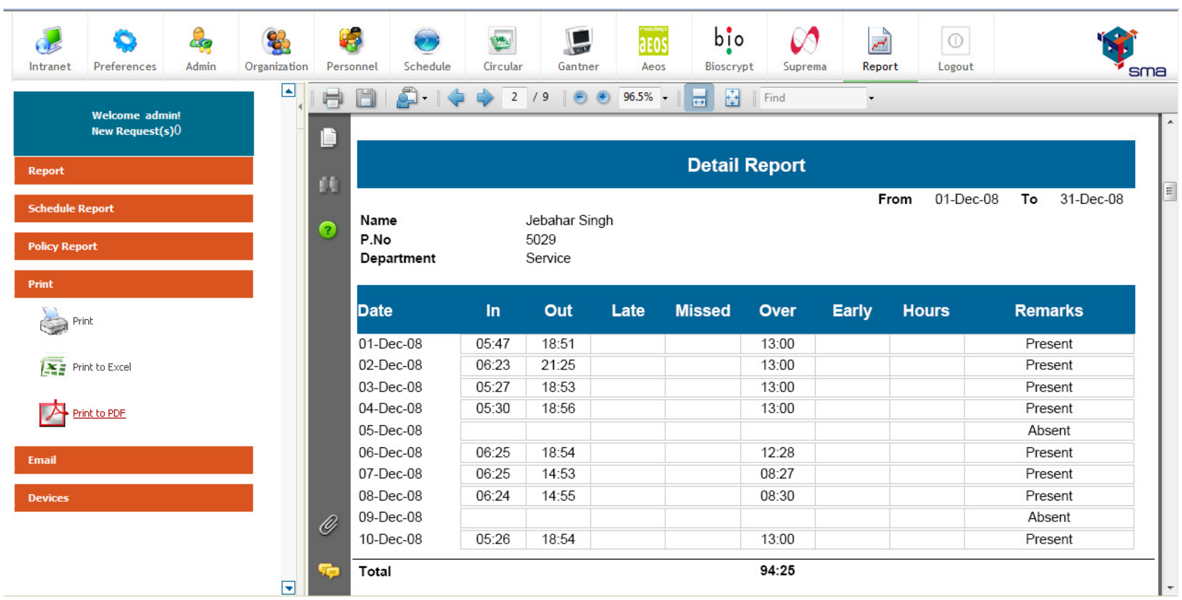
Date	Policy Name	Type
01-Dec-08	General	Main
02-Dec-08	General	Main
03-Dec-08	General	Main
04-Dec-08	General	Main
05-Dec-08	General	Main
06-Dec-08	General	Main
07-Dec-08	General	Main
08-Dec-08	General	Main
09-Dec-08	General	Main
10-Dec-08	General	Main
11-Dec-08	General	Main
12-Dec-08	General	Main
13-Dec-08	General	Main
14-Dec-08	General	Main
15-Dec-08	General	Main
16-Dec-08	General	Main

7.4 Print

You can print the reports as well as export them in an MS Excel or Adobe PDF format. When you take out a report, just click Reports→Print and then choose the medium you wish to print. Export to Excel is shown below.



Similarly you can click on print on PDF to print the report in PDF format as shown below.



7.5 Email

If you want to have reports of your employees in your email you can create an email service for it. No. of reports can be sent out to manager's emails. Manager's emails can be specified in Admin→Users. When

you will click Reports→Email→New. You will see the screen below. The description of fields is as follows:

Service Name → Name of the Email service

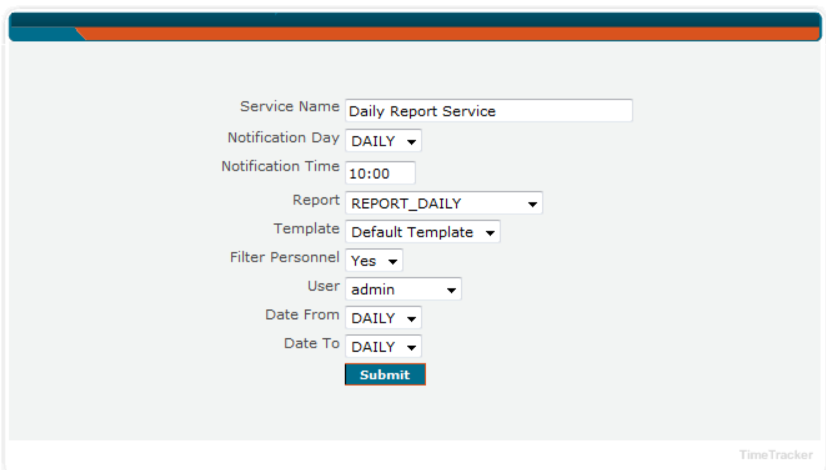
Notification Day →it will remain as Daily until more options are added.

Notification Time → the time you want to have a report in your email.

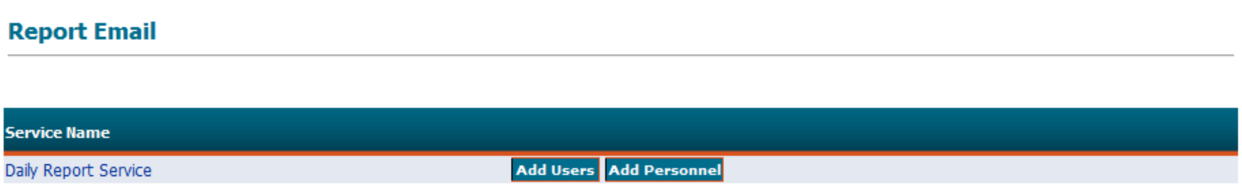
Report → Type of report you want to receive in your email.

Template → The type of template it should send to the email.

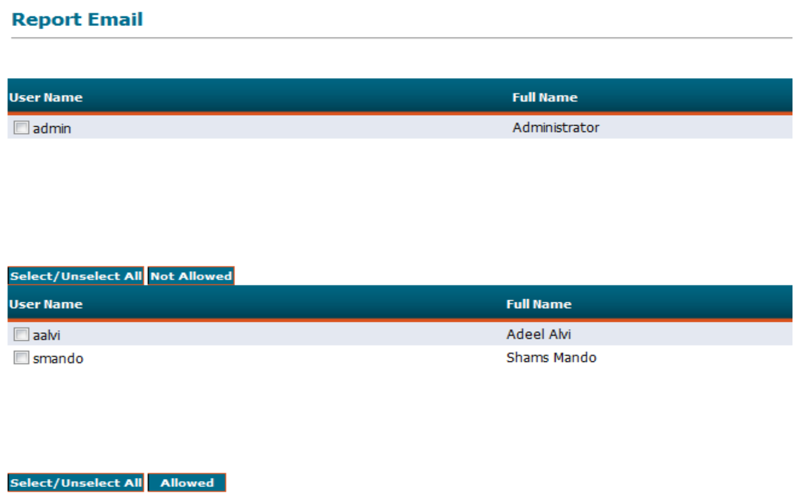
Filter Personnel →



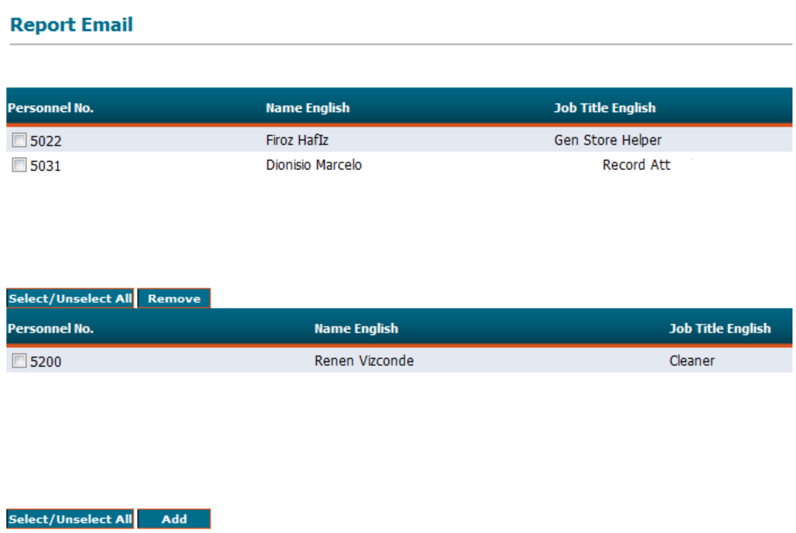
Once the Email service is created, it can be modified and the users can be added. These users will be receiving the reports in email only if they are added in the service by clicking on Add Users. Similarly, employees will be added whose reports will be sent out. Please see the screens below.



If you click Add Users, you will see below screen where the allowed users and not allowed users will be shown. Choose the users and decide whether you want to allow them or not allowing them from the respective sections.



If you click Add Personnel, you will see below screen where the allowed personnel and not allowed personnel will be shown. Choose the personnel and decide whether you want to filter them or not filter them from the respective sections.



7.6 Device Failure Report

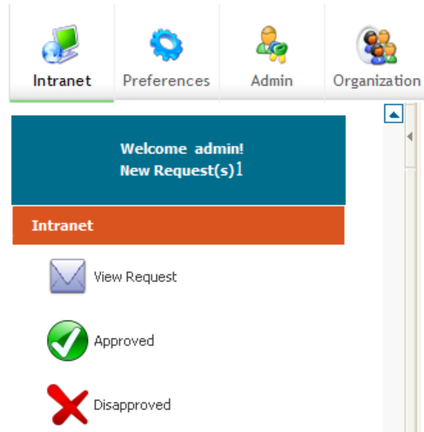
Click on Device failure report which will display the list of occurrences when biometric devices were unreachable from the server as shown below.

Device Failure

Device Type	Device Info	Device Error	Last Occurrence Time
GANTNER	10.0.1.9(TT-2)	java.net.ConnectException: Connection timed out: connect	01-02-2009 18:05
GANTNER	10.0.1.8(TT-1)	java.net.ConnectException: Connection timed out: connect	01-02-2009 18:05
GANTNER	192.168.0.204(FirstFloor)	java.net.ConnectException: Connection timed out: connect	01-02-2009 18:05
GANTNER	192.168.0.205(GroundFloor)	java.net.ConnectException: Connection timed out: connect	01-02-2009 18:05

8. Intranet

8.1 View Request



Once and employee has entered a request in the system, his/her manager can see this request whenever he logs in to the system, In the picture shown on the right, he will see the no. of new requests. Click **Intranet→ View Request**. You will see the screen below. In view request a manager can see what are the new requests have been made by its employees and the description of leave and punch changes. He can then click Approve to approve it or Disapprove to disapprove it. If he doesn't have the rights to approve the requests, he can then only forward it to the higher authority that has the right to approve it such as HR.

View Request(s)

Name	Description	Date	Date From	Date To	Type	Personnel
☑ Sick Leave	2 days leave	04-02-2009	17-12-2008	18-12-2008	Sick Leave	10001

8.2 Approve

Click Intranet → Approved to see all the requests approved by you.

8.3 Disapprove

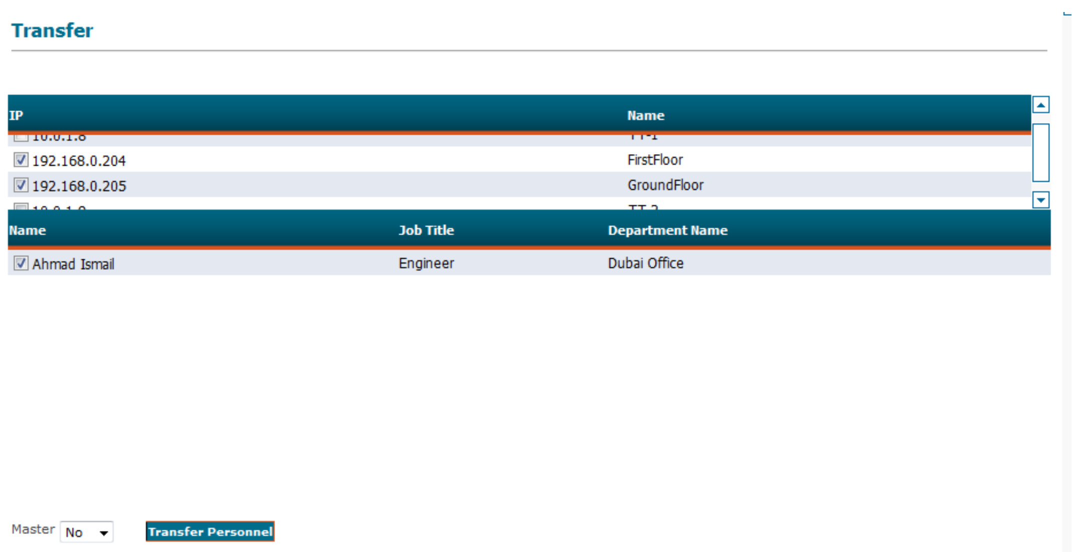
Click Intranet → Disapproved to see all the requests approved by you.

8. Gantner

8.1 User Management

8.1.1 Transfer to Device

Click Gantner→User Management→Transfer to Device. You will see the search screen to search employees. Select the employees, you wish their profiles and fingerprint templates to be sent to the Gantner devices. Choose the employees and the devices and their records will be updated in the terminals. If you want to be a master user in the device (for enrolment purposes), then choose Master as Yes. Click Transfer Personnel.



8.1.2 Delete Personnel

Should you want to delete a person's record from a device or more than 1 device you can click on Gantner → User Management → Delete Personnel. Choose the person or persons to delete from the device(s). Select the devices you wish to delete from and click Delete button.

Delete Person

IP	Name
☐ 10.0.1.8	TT-1
☑ 192.168.0.204	FirstFloor
☑ 192.168.0.205	GroundFloor

Name	Job Title	Department Name
☑ Ahmad Ismail	Engineer	Dubai Office

Delete

8.1.3 Enroll Personnel

For enrolment from any client PC, a USB scanner must have been plugged to that PC along with the BIOBridge utility which has to be running. Click Gantner →User Management →Enroll Personnel. Select the employee; you will see the screen below. The screen should show Connected to BIOBridge.

Enroll Person

sma Connected to Biobridge .....

TimeTracker

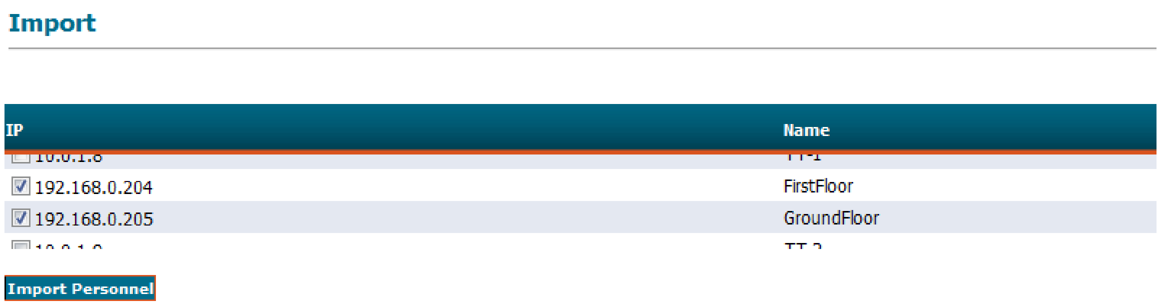
Name	Job Title	Personnel No.	Organization
☑ Ahmad Ismail	Engineer	10001	Dubai Office

Enroll Save Template Finger 1

Click Enroll button, it will ask you to put and remove finger 3 times, then it will show Done. You must click Save Template at this point. Select another finger from the dropdown and enroll and save again.

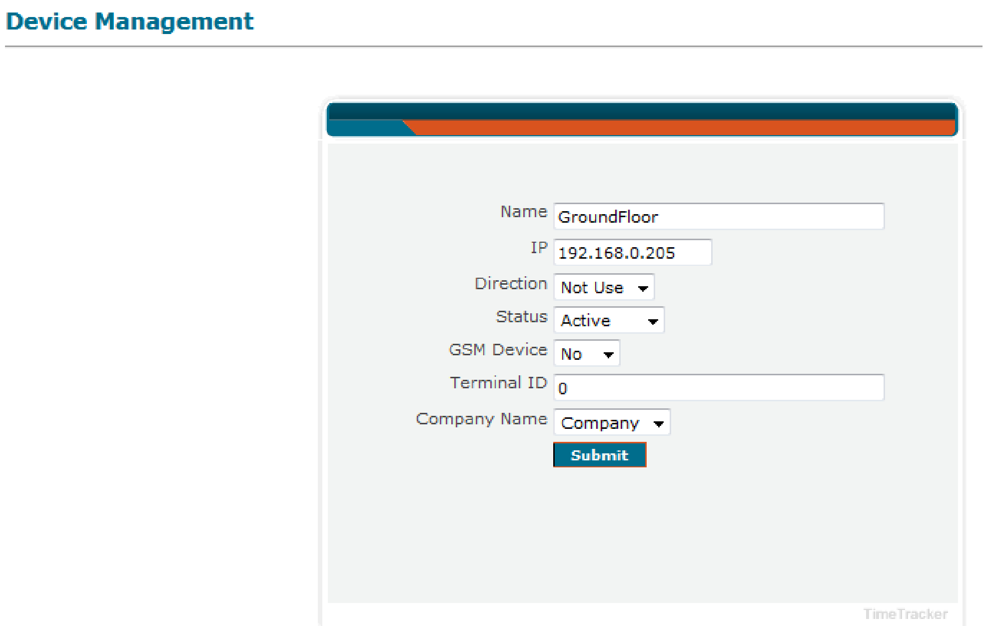
8.1.4 Import Template

The Gantner devices that have the enrolment feature from the terminal, those enrolments/fingerprints can be imported into TimeTracker from Gantner→User Management→Import Templates. Select the devices in which the new persons have been enrolled. Click Import Personnel.



8.2 Device Management

From this option you can manage Gantner Devices, Click New to enter new devices, once you entered them you can modify and delete as well. When entering new devices, you need to fill the following fields.



Name → Name of the device e.g. First Floor

IP → IP of the device. If the device you are entering is a GSM device then put SIM no. in it e.g. 0501234567

Direction → Keep it Not Use.

Status → status of the device. Should be Active in order to pull the events by the system. If you don't want to pull the events from a device then choose Status as In-Active.

GSM Device → indicates if this is a GSM device?

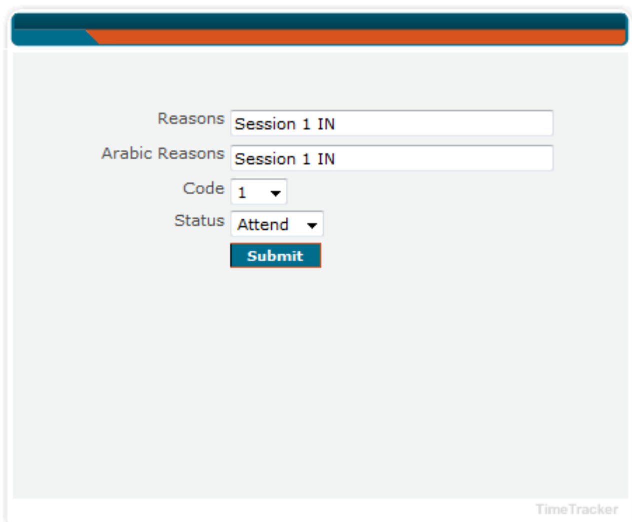
Terminal ID → Make it 1 always.

Company Name → Company the device belongs to.

8.3 Reasons

8.3.1 New Reason

The reasons for the Gantner device can be created from Gantner→Reasons → New. Fill out the reason name in English and in Arabic. Make sure that you remember the code and this same code will be mapped in Preferences→Preferences→Key code. Without doing this Function report cannot be generated.



8.3.2 Delete Reason

You can delete the reasons, as shown below. Make sure that you have delete from the devices as mentioned in the section 8.3.3. Select the reason and click Delete.

Reasons

Reasons	Code	Status
Session 1 IN	1	1
Session 1 OUT	2	1
Session 2 IN	3	1
Session 2 OUT	4	1

Select/Unselect All | Delete

8.3.3 Transfer to Device

After creating the reasons, you can then send it to the Terminals by clicking Gantner→Reasons→Transfer to Device. Choose all the reasons, then the Terminals you wish to send to and click Transfer.

Transfer

IP	Name
192.168.0.204	FirstFloor
192.168.0.205	GroundFloor
10.0.1.0	TT-2

Reasons	Arabic Reasons	Code	Status
Session 1 IN		1	1
Session 1 OUT		2	1
Session 2 IN		3	1
Session 2 OUT		4	1

Select/Unselect All | Transfer

8.4 Report

You can see which employees have their fingerprint template stored inside the system by clicking Gantner→Report→Template. Choose the searching criteria from the search screen and click search. The below screen then will show list of employees separately which employees are with and without their templates saved in the database.

Personnel With Template

Name	Personnel No.	Department Name
Flavio Baricuatro	5216	Housekeeping
Deepu Pillai	5217	Finance
Sameer Beppukkaran	5218	Insurance
Lyn Jacinto	5219	Housekeeping
Roan Cabiles	5220	Housekeeping
Trestofer Cabiles	5221	Housekeeping
Saiful Halim	5222	Housekeeping
Veneline Martinez	5223	Housekeeping
Catherine Soriano	5224	Housekeeping

Personnel With Out Template

Name	Personnel No.	Department Name
Ahmad Ismail	10001	Dubai Office